

UNIVERSITY OF NEW ENGLAND

FEDERAL WORK-STUDY

PROGRAM HANDBOOK



UNIVERSITY OF
NEW ENGLAND

Student Financial Services
Financial Aid | Student Accounts

TABLE OF CONTENTS

FEDERAL WORK-STUDY PROGRAM OVERVIEW

2	Introduction
2	An Important Note Regarding Federal Regulations and the FWS Program
2	Purpose and Goals of the FWS Program
2	Eligibility and Requirements
3	Award Amounts and Renewal
3	Declining Work-Study Funds
3	Award Cancellations and Reductions
3	Waitlist

EMPLOYMENT FORMS

3	New Employee Forms
4	Federal W-4 Form
4	State of Maine W-4
4	Form I-9 (Employment Eligibility Verification)
4	UNE Employee Confidentiality Contract
4	Direct Deposit Authorization Form
4	FWS Employment Authorization Form
5	FWS Handbook Acknowledgement Form
5	Rights & Responsibilities Agreement Form

TIME MANAGEMENT

5	Authorized Employment Dates
5	Total Annual Allotted Hours of Work Hours
5	Work Schedule
6	Monitoring Hours
6	Breaks, Holidays and Vacation Time
6	Inclement Weather Cancellation/Delay Policy
6	Summer Employment
6	Absence and Punctuality

POSITION INFORMATION

7	Job Search Process & Securing a Position
7	Hiring Process
7	Hiring a Former Work-Study Student
7	Creating New Work-Study Positions
7	Online Position Management
8	Position Limitations

EXPECTATIONS ON THE JOB

8	Workplace Conduct
8	Supervision
8	Confidentiality
8	Workplace Attire
9	Telephone and Internet Usage
9	Performance and Disciplinary Concerns

REPORTING HOURS & PAYROLL PROCEDURES

9	Pay Schedule
9	Time Sheets
10	Submitting Late Time Sheets
10	Paychecks and Direct Deposit

OTHER IMPORTANT INFORMATION

10	Safety and Security
10	Sexual Harassment
10	Nepotism
11	International Students

INDEX

Federal Work-Study Student & Supervisor Rights and Responsibility Agreement Form
Federal Work-Study Handbook Acknowledgement Form

FEDERAL WORK STUDY PROGRAM OVERVIEW

Introduction

The Federal Work-Study (also referred to as “FWS” or “Work-Study”) program is funded by the Department of Education and the University of New England. Through a variety of positions available across campus, the program provides valuable employment opportunities to eligible undergraduate students, while recognizing the importance of putting academia first and foremost during one’s college career. A student may only be eligible for consideration for work-study funding if they demonstrate financial need during the financial aid awarding process and meet other criteria outlined in the “Eligibility and Requirements” section. **The FWS program is not a grant program or an opportunity to be paid to study; instead it is an opportunity for students to earn money in exchange for time they work in positions which benefit the University of New England in some capacity.** Participation in the program is voluntary and offers a variety of benefits to UNE students, including:

- Earning money to help pay for education and other related expenses
- Gaining significant work experience and professional job skills
- Meeting new people and developing useful networking connections
- Building valuable reference or recommendation for future employment
- Contributing to UNE operations, student life, and campus community
- Enhancing your UNE return on investment and your college career, in general

An Important Note Regarding Federal Regulations & the FWS Program

Because the FWS program is partly funded by the Department of Education, a division of the United States government, the University of New England’s Office of Student Financial Services must carefully adhere to all related federal regulations. All of the information presented in this handbook is guided by federal policies

as outlined in the *Federal Student Aid Handbook*. Annual audits ensure UNE is in compliance with all policies related to financial aid, including FWS. Therefore, it is the responsibility of Student Financial Services and the FWS coordinator to ensure the Work-Study program at UNE is in compliance with all pertinent federal regulations. If any student or supervisor participating in the program is found in violation of University and/or federal policies, whether unknowingly or intentionally, prompt action, including potential disciplinary measures if necessary, must be taken to ensure immediate compliance.

Purpose & Goals of the FWS Program

Students provide essential support for many offices and departments across campus. Augmenting the University’s workforce, however, is not the purpose of the FWS program and federal regulations state that work-study employees must not displace regular employees. The primary goals of the program are to offer students development and preparation for the job market, while earning money that can be used for miscellaneous costs while enrolled in school or to help cover future semesters’ books, supplies, or tuition costs. The program provides valuable work experience important for future career plans while offering flexibility around class schedules, academic commitments, and other University related activities.

Eligibility & Requirements

To be eligible for FWS, students must meet all of the following requirements:

- Submit the Free Application for Federal Student Aid ([FAFSA](#)) every academic year
- Demonstrate financial need annually as determined by the FAFSA and Student Financial Services
- Meet all [federal aid eligibility requirements](#) as mandated by the Department of Education
- Meet all FWS eligibility requirements as mandated by the UNE Student Financial Services Office outlined in this manual
- Maintain [Satisfactory Academic Progress](#)

- Maintain full-time enrollment (minimum 12 credits) in a degree-granting undergraduate program
- Complete all new-hire paperwork and employment authorization forms prior to begin working a work-study position

Award Amounts & Renewal

If a student is eligible to receive FWS funding, it will be offered as part of their financial aid award and will need to be accepted through their U-Online account. Award amounts vary, ranging from \$500 to \$3000 per academic year, and students can only earn up to their total offered award. **In the event a student works more hours than their FWS award allows for in a given academic year, the excess will automatically be charged to their supervisor's budget.** If supervisors or students have any questions or concerns about how much funding a student has remaining for the year, they are encouraged to contact Student Financial Services.

Because funding varies from year to year and a student's eligibility can change, a student is not guaranteed to receive work-study every year. Additionally, an offer of FWS as part of the financial aid award does not guarantee a work-study position and it is the responsibility of the student to secure a FWS position. More information about obtaining a position can be found in the *Position Information* section. Because funding is limited, graduate students are not eligible for FWS awards.

Declining Work-Study Funds

Students who decline their FWS during their first year will not automatically be considered for an award in subsequent years, even if they demonstrate eligibility. It is recommended students who initially decline FWS, but who may be interested in obtaining FWS funding in later semesters, contact Student Financial Services. Depending on funding amounts for a given academic period, SFS may be able to award funding to students who previously declined their FWS; however, it is not guaranteed.

Award Cancellations & Reductions

FWS awards are subject to cancellation or reduction due to decreased eligibility as a result of an over-award of need-based funding, which can be caused by the receipt of outside funding, such as scholarships or grants. Awards may also be cancelled if a student fails to meet other financial aid eligibility requirements. If an award is cancelled, a student is not guaranteed to receive FWS in subsequent years, even if they demonstrate eligibility. If a student who was offered FWS is not participating in the program and does not express future interest in doing so, their award is subject to cancellation with no guarantee of a future award; Student Financial Services will offer advanced notice of this cancellation.

Student Financial Services also reserves the right to revoke a student's FWS eligibility at any time should they fail to fulfill any requirements, policies, or conditions outlined in this manual. In event an award is cancelled, the student and his/her supervisor will be notified immediately. Students who are facing suspension and/or judiciary action as a result of disciplinary measures sanctioned by Student Affairs may be subject to losing their FWS eligibility. To best determine what appropriate action to take, such situations will be carefully reviewed on case-by-case basis.

Waitlist

Undergraduate students who were not originally eligible for work-study, or who may have previously declined their award but now wish to be reconsidered for funding may contact Student Financial Services to inquire about the possibility of being added to a FWS waitlist. Depending on the funding level for a particular academic year, students may be considered for a late award. Waitlisted students are not guaranteed a work-study award. Because FWS is only available to undergraduate students, graduate students will not be considered for the waitlist.

EMPLOYMENT FORMS

New Employee Forms

Prior to beginning a FWS position, students must complete employment paperwork as required by the

federal government, State of Maine and the University of New England. If a student begins working before all forms are completed, their supervisor's department may be charged and/or the student may be subject to losing their FWS eligibility. All forms must be submitted in-person to the Student Financial Services and are accessible through [U-Online](#), under the [Required Forms section](#) and are also available in the SFS Office. The required forms are as follows:

Federal W-4 Form

All workers employed in the United States must complete a *Federal Tax Withholding Form*. Completion of this form ensures the correct amount of federal income tax is withheld from wages. It is important to review this form carefully. Should students have any questions, they are encouraged to consult with their parents and/or a certified tax professional. It is recommended students use their permanent home address when completing this form.

State of Maine W-4

All workers, both Maine residents and non-residents, employed in the state of Maine must complete a *Maine State Employee Tax Withholding Form*. Completion of this form ensures the correct amount of Maine income tax is withheld from wages. It is important to review this form carefully. Should a student have any questions or are unsure of any items, they are encouraged to consult with their parents and/or a certified tax professional. It is highly recommended students use their permanent home address when completing this form.

Form I-9 (Employment Eligibility Verification)

Federal regulations require all employees provide proof of eligibility to work in the United States. The *I-9 Employment Eligibility Form*, which requires physical review of original forms of personal identification, must be completed in person. **Copies of ID's are not acceptable.** Students should carefully review all instructions before completing the form. Page five of the form provides a complete listing of all acceptable forms of identification to meet the federal employment requirement.

UNE Employee Confidentiality Contract

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 to guarantee the confidentiality of a student's educational records. All employees of UNE, including students, are expected to be familiar with and fully understand and adhere to all University and federal policies on confidentiality and privacy. Depending on the nature of the position, some FWS employees may have access to private educational and financial records of other students and/or employees. Such information must be kept entirely confidential at all times. UNE requires the acknowledgement and agreement of strict confidentiality of all UNE affiliates. Violation of confidentiality will result in immediate dismissal from employment at UNE.

Direct Deposit Authorization Form

The University highly recommends utilizing direct deposit, as it eliminates the hassle of picking up a paycheck and depositing it every pay period. Anyone wishing to utilize direct deposit must complete the [Direct Deposit Authorization Form](#) and submit it along with a copy of a blank, voided check, or a form from their banking institute that includes their account information.

FWS Employment Authorization Form

Before any student can begin working in any Work Study position, they will need to obtain a *FWS Employee Authorization Form* from Student Financial Services. This form verifies a student has been awarded FWS funding, has completed all required employment paperwork and is therefore authorized to begin working and be paid through the FWS program. **Students must obtain an Authorization Form for each individual Work-Study position for which they are employed.**

Once all required paperwork discussed above (commonly referred to as "New Hire Paperwork") is submitted, a student must visit Student Financial Services to obtain an *Employment Authorization Form*. The form lists the student's FWS award and the equivalent number of hours the award allows him/her to work in during the academic year. After signing it, the student will then present the form to their hiring supervisor. The supervisor must review, sign and return the form to SFS. Please note, the

form must be returned by the supervisor by intercampus mail, fax, email, or in-person; forms returned by the student will not be accepted. This form must be obtained every academic year, as a student's FWS eligibility is subject to change from year to year.

It is very important that *the Employment Authorization Form* is presented to the supervisor before a student begins working in any work-study position. **Otherwise, the supervisor's department is subject to being charged for any hours the student worked without proper authorization.**

FWS Handbook Acknowledgement Form

Before supervisors utilize the Work-Study Program and hire students, they must first review the FWS Handbook and sign the corresponding *Acknowledgement Form* (SEE INDEX). This form verifies the handbook has been read and that all FWS policies are thoroughly understood. Because FWS is a federally funded program, it is **extremely important** Student Financial Services, as well as the entire UNE community, carefully adhere to all related policies and regulations to remain in compliance. Failure to comply with any requirements or policies could result in reduction of FWS funds from the Department of Education or possible termination from the program. Should you have any questions regarding the handbook or the program in general, students and supervisors are encouraged to contact the work-study coordinator in Student Financial Services.

Rights & Responsibilities Agreement Form

It is recommended FWS supervisors and their student employees utilize the *Rights and Responsibilities Agreement Form* (SEE INDEX). This form outlines basic employment expectations. Should the supervisor choose to use it, the form is not submitted to Student Financial Services, but instead is utilized solely between the supervisor and student employee. While utilizing this form is not required by SFS, supervisors are encouraged to use it so both parties begin the employment relationship with a unified understanding of each other's obligations within the work place. Supervisors may also wish to create their own version of this form to outline employment guidelines and expectations that are specific to the particular job or department.

TIME MANAGEMENT

Authorized Employment Dates

Provided all necessary forms are completed and submitted, including the *Employment Authorization Form*, students can begin working on the first official day of the fall semester. The last day they can work is the designated last day of the spring semester in May.

Students are permitted to work throughout the fall and spring semesters. They can also work over breaks; however, they are not permitted to work when the University is closed for holidays or designated breaks (See *Breaks, Holidays & Vacation Time* section). FWS funding is not available during the summer.

Total Annual Allotted Hours of Work

The total number of hours a student can work in a given academic year will be listed on the *FWS Employment Authorization Form*. Total hours available is calculated based on the following formula:

- TOTAL FWS AWARD
- DIVIDED BY HOURLY WAGE
- EQUALS TOTAL AVAILABLE HOURS TO WORK

Example: $\$2000 / \$7.50 = 266.66$ total hours to work

Work Schedule

At the time of hire, students should determine a mutually agreed upon schedule with their supervisor. It is very important for students to make their supervisor aware of class schedules; academic, personal, athletic commitments; and any other extracurricular involvement prior to accepting a work-study position and creating a schedule. Students are expected to contact their supervisor when there are scheduling conflicts that arise (i.e. tardiness, absences due to illness or unforeseen personal issues, academic responsibilities, etc.).

Because the FWS Program is intended to offer part-time employment for students and provide only supplemental income while enrolled in school, **students are permitted**

to work a maximum of 20 hours per week while enrolled in classes and are prohibited to exceed this maximum, this includes hours worked for all positions for which a student is employed. This also helps ensure a student's FWS award will last them throughout both the fall and spring semesters avoid depleting their funding before the end of the academic year. Student Financial Services will monitor students hours worked throughout the year to make sure students are not working more than 20 hours per week.

A student can work up to 40 hours over breaks; but cannot exceed 40 hours. FWS students cannot be paid over-time (i.e. over 40 hours of work in one week). Work-study funding is limited; therefore, managing hours closely will ensure a student is able to continue working throughout the entire academic year.

It is suggested that students plan to earn roughly half of their award per semester; however, it is understood that the hours a student can work each semester will likely vary depending on their academic schedules and other personal commitments, as well as the needs of their supervisor.

Monitoring Hours

It is the responsibility of both supervisors and students to monitor hours worked to ensure work-study hours are not exceeded.

In the event a student works more hours than their annual award allows, the supervisor's department will be responsible for paying the exceeded amount and the overage will automatically be charged to their budget. If a supervisor and his/her department wish to, a student may continue to work in their position and be paid through the department's budget; otherwise, a student must stop working immediately if they exhaust their FWS funding during a given academic period.

Breaks, Holidays & Vacation Time

Student employees do not accrue sick, leave or vacation time and should only be paid for hours they have been physically present and worked. Students cannot be paid for lunch breaks, sick time, or other time off. A break is recommended after four hours of work. When the

university is closed for designated holidays and breaks, students are not permitted to work. Only students working in departments deemed "essential" are permitted to work and be paid through FWS funds.

If a student and his/her supervisor are found in violation of this policy, the hours the student worked will automatically be paid through the supervisor's department budget.

Inclement Weather Cancellation/Delay Policy

In accordance with UNE's snow day and delay policies, only essential personnel are required to work during their normally scheduled hours when UNE is closed due to inclement weather. Students are not allowed to "work from home" on designated snow days and only students in essential departments are permitted to work, should they wish to do so. If students employed in non-essential departments submit hours worked during a snow day, the supervisor's departmental budget is subject to being charged. It is up to the discretion of the supervisor if the student will be allowed to make-up any hours missed.

Summer Employment

Work-study positions (i.e. positions paid through the FWS program) are only available during the fall and spring semesters. Departments wishing to employ students during the summer may do so; however students will be paid out of departmental budgets, pending necessary approval from the head of the respective department. Supervisors will need to complete an *Email Pay Request* form, available on the University V drive in the Human Resources folder, and submit to the HR for processing.

Absence & Punctuality

If a student is unable to fulfill an assigned work-study shift due to illness, personal issues or other unexpected scheduling conflicts, he/she must contact their supervisor as soon as possible to inform them of their absence. It is recommended that supervisors are notified every time a student anticipates an absence for any reason.

While it is understood that work-study employees are students first and foremost, frequent unexcused absences, tardiness or failure to give proper notice for

any schedule changes may decrease the value of a student's role as a FWS employee and his/her services to the University. While supervisors are encouraged to be accommodating to students' schedules and availability, students should not abuse their supervisor's flexibility and should be respectful of adhering to their determined schedule as much as possible. This includes providing appropriate notice regarding any changes to their planned schedule.

POSITION INFORMATION

Job Search Process & Securing a Position

A wide variety of work-study job opportunities exist on both the UNE Portland and Biddeford campuses. FWS positions are not available on the Tangier, Morocco campus. With the exception of a few positions, all FWS jobs are campus-based. Student Financial Services does not provide job placement for students, and it is the responsibility of the student to obtain a position. Although there are a substantial amount of jobs available, departments may be limited in the number of students they can employ and therefore students are encouraged to begin researching jobs early to secure a desired position.

Available positions are posted on the Student Financial Services website, under the *Federal Work Study* section, typically beginning the first few weeks of August. Each position will include a description, explaining what the job responsibilities entail, as well as any special skills required. Using the supervisor contact information provided, students should contact the supervisor of any position for which they are interested to further discuss employment.

Hiring Process

Although formal interviews are not required, before officially offering a position, supervisors are encouraged to meet with potential work-study employees to determine if they are good candidates for positions. Supervisors may request information from students or require participation in an in-person or phone interview. During the initial meeting/interview, supervisors should thoroughly discuss their expectations, as well as the responsibilities and the duties of the position.

As discussed in the *Required Employment Forms* section, before students can begin working in the FWS Program, they must make sure to complete all *New Employee Paperwork*. They must also annually obtain a FWS Employee Authorization Form from the SFS Office to give to their supervisor to be reviewed and signed. Students must have an Authorization form for each individual Work-Study position they hold.

Hiring a Former Work-Study Student

Supervisors can re-hire former FWS students who worked for them in previous academic years. However, it is important to note, FWS eligibility can change from year to year. Therefore, before beginning work each academic year, students are required to obtain a *FWS Authorization Form*, even if they have previously worked for a particular supervisor. This form will outline the number of hours the student can work for the given academic year.

Creating New Work-Study Positions

All positions must be reviewed and approved through the SFS Office. Work-study students may be utilized by all UNE departments and positions can encompass a wide variety of job responsibilities, so long as the position provides support to UNE in some capacity. Employees who wish to hire work-study students, must complete the electronic process to create their proposed position. The [Creating, Editing, & Managing Work Study Positions Manual](#) provides information how to create positions online through www.une.edu/edit. New positions are reviewed by the SFS Office and approved if deemed as acceptable and adhering to FWS requirements. If additional information or clarification is needed, the supervisor will be contacted.

In order to keep accurate and up-to-date records, any changes in supervision within a department will need to be communicated to Student Financial Services ASAP.

Online Position Management

In order to maintain accurate records of all work-study positions at UNE, as well as to maintain compliance with federal policy, every individual FWS position must have a corresponding description on file. If you or your

department currently has students working through the FWS program, but are unsure if you have a valid position on file, please check with Student Financial Services.

Supervisors are responsible for the administration of their position on the SFS website. This includes creating, updating, and editing their positions as necessary. Positions will be listed on the website (i.e. available for students to view and apply) until supervisors actively un-publish the listing. Instructions regarding how to do this, as well as other management information can be found in the *Creating, Editing, & Managing Work Study Positions Manual*, available at www.une.edu/manage-workstudy. In order to ensure the gallery of open positions is as current as possible, supervisors should promptly un-publish their positions once they have been filled and no longer need to be advertised on the website.

Position Limitations

Although students may be employed through the FWS program and work for academic departments and faculty, students cannot earn academic credit for FWS positions. Students cannot be paid for receiving instruction in a classroom, laboratory, or other academic setting such as internships, practicums, or assistantships.

EXPECTATIONS ON THE JOB

Workplace Conduct

As representatives of UNE, work-study students are expected to exhibit professionalism, courtesy and respect on the job, as well as in their interactions with all students, staff, faculty, and the community at large. Professional conduct can range from the manner in which they answer the telephone or address a visitor, to the integrity and honesty with which they perform their work. Students are also expected to adhere to the performance and customer service standards of the respective departments.

While the FWS program recognizes the primary and most important objective of a student is his/her academic commitments, it is not intended to pay students to do school work, and homework and other personal work or activities should be discouraged. **During their scheduled work time, students are expected to**

perform the duties and responsibilities for which they were hired. If supervisors are not able to keep students busy with legitimate work-related tasks, students may be sent home early at the discretion of their supervisor. Students cannot be paid when sent home early for any reason.

Supervision

Because FWS employment presents the opportunity to develop valuable professional and practical work-related skills, student employees should not work unsupervised. Staff, faculty, or administrators within the department should regularly monitor the student's job duties and performance and should be present at all times. Supervisors should regularly check-in with their students. Students are prohibited from supervising other students in any capacity.

Confidentiality

As discussed in previous sections, work study employees may have access to confidential and/or sensitive material. Under no circumstances are any UNE employees, including FWS students, permitted to release any information to any unauthorized person. Maintaining confidentiality is mandatory, as stated in the *Confidentiality Contract* that UNE employees are required to read and sign before beginning employment. Breach of confidentiality is a very serious offense and may result in disciplinary action, including but not limited to, immediate termination of employment.

Workplace Attire

Student employment should be viewed as an opportunity for professional development, therefore presenting oneself appropriately is important. Though UNE understands that there is a balance between student and employee status, student employees are expected to report to work in clothes that are presentable. They are expected to wear neat and clean clothing; and are not permitted to wear provocative or revealing clothing or clothing bearing offensive language or advertising alcohol, cigarettes, or illegal substances. A student should also exercise good personal hygiene habits and refrain from wearing strong fragrances while working. When in question, supervisors have ultimate discretion to

make decisions on what constitutes appropriate attire in a given FWS position.

Telephone and Internet Usage

Telephones, computers, and other University resources are for UNE business use only. With the exception of medical or family emergencies, students are highly discouraged from using their cell phones during working hours. Supervisors are encouraged to establish and enforce strict policies regarding cell phone use, including texting. Unless their designated job responsibilities require it, students are prohibited from using social media websites while working.

Performance & Disciplinary Concerns

While employed for the University, students are responsible to fulfill established job responsibilities and meet all expectations as established by the job description and their supervisor. While there are no formal performance appraisal procedures for student employees, supervisors are encouraged to discuss and resolve job performance or related concerns or complaints that arise over the course of employment.

If a student is excessively absent and/or tardy without valid and acceptable reasons, consistently performing duties insufficiently, having difficulty managing their job or simply not a good match with the department and/or the position, the supervisor has the authority to dismiss the student from the position. Students may wish to explore other FWS positions in other departments across campus should they discover they are not well-suited for a particular position.

If a student is facing judiciary action as a result of disciplinary measures taken by the University (not specifically related to the FWS program), FWS may be suspended or even cancelled, depending on the nature of the situation. The decision to suspend or cancel a FWS award will be made in conjunction with the FWS coordinator and/or the executive director of Student Financial Services.

REPORTING HOURS & PAYROLL PROCEDURES

Pay Schedule

The *Federal Work Study Bi-Weekly Payroll Schedule* outlines the due dates of time sheets, as well as the dates students will be paid. The payroll schedule is annually determined by the Payroll Office (payroll@une.edu) and is distributed via *UNE Community Daily Notification* email typically in late August, along with instructions on how to use Web Time Entry (WTE). The instructions and FWS payroll schedule are also available on U-Online Employee Services under the *Downloadable Forms* section.

Time Sheets

Students are required to accurately report all hours worked on the *Federal Work Study Bi-Weekly Time Sheet*. Blank time sheets are available through the University V Drive network, in the Payroll folder. Hours should be reported to the nearest quarter of an hour (15 minutes) the student worked. For example:

15 minutes = .25 hours
30 minutes = .50 hours
45 minutes = .75 hours
60 minutes = 1 hour

Incomplete, inaccurate or illegible time sheets may delay paycheck processing. All portions of the time sheet must be completed, including the "Hours Tracking Box" which will help students and their supervisors keep track of the remaining hours a student is eligible to work for the academic year. Supervisors will review and approve time sheets by signing the time sheet and submitting it to the Payroll Office, preferably by scanning and emailing it to payroll@une.edu.

If a time sheet is submitted to the Payroll Office and students have not been officially been authorized to begin working and paid through the FWS program (see **FWS Employment Authorization Form section**), the supervisor's budget is subject to being charged for the hours worked before the Authorization Form was submitted.

If falsification or forgery with respect to any hours worked is suspected by a supervisor, fellow student, or other University personnel, the FWS coordinator should be notified immediately and prompt further investigation will ensue. Falsification of hours on a time sheet is considered grounds for immediate dismissal from the position, as well as the entire FWS program.

Submitting Late Time Sheets

Students and supervisors must submit electronic time sheets by the designated due dates on the Payroll Schedule. In the event time worked was not submitted to Payroll via the electronic time sheet and/or submitted late, payment through the FWS program is subject to delay or denial. If a time sheet is not submitted to the Payroll Office by the specified due date for a particular pay period, a paper time sheet (available through U-Online Employee Services, under *Downloadable Forms*) should be submitted as soon as possible, ideally no more than one week past the date it was due. Time worked during a specific pay period must be accurately reported on the time sheet for that particular period. For example, time worked during Pay Period 2 must be reported on the time sheet for this period and not any subsequent periods.

In the event of submission of exceptionally late time sheets, Student Financial Services reserves the right to pay students through the supervisor's departmental budget instead of FWS funding. Supervisors are encouraged to pay close attention to when time sheets are due to avoid delay in students' pay or possibly being charged for student payroll through their department.

Paychecks and Direct Deposit

While not required, students are encouraged to utilize direct deposit to receive their paychecks. Direct deposit ensures prompt receipt of paychecks and eliminates the need to pick up paychecks in the Payroll Office. Students using this option will be paid via direct deposit to the bank account specified on their direct deposit form which can be obtained on U-Online, at www.une.edu/directdeposit and also in the SFS office.

OTHER IMPORTANT INFORMATION

Safety & Security

Using best efforts to provide employees with equipment that is properly maintained, UNE makes every effort to maintain a relatively safe working environment. While student employees are not necessarily required to complete formal safety trainings, all UNE faculty and staff are required to complete safety training annually. FWS supervisors are, in turn, responsible for ensuring their student employees perform work in a safe manner to help prevent accidents. If, at any time, a potentially dangerous condition or situation is noticed, students should immediately notify their supervisor and/or the security department at 207-602-2298.

Sexual Harassment

It is of the utmost importance for UNE to maintain an environment free of sexual or other harassment, intimidation, or exploitation for its staff, faculty, students and guests. Sexual harassment includes any unwelcome verbal or physical sexual advances, sexually explicit derogatory statements, sexually explicit materials or sexually discriminatory remarks made by a member of the University community, which are offensive or objectionable to the recipient or which cause the recipient discomfort or humiliation or which interfere with the recipient's job performance or education experience.

The University actively takes measures to prevent sexual harassment from occurring in the UNE community, both through required trainings annually conducted for all faculty and staff and through established complaint procedures to correct occurrences of sexual harassment or other unpleasant behaviors or actions. If there is any violation of this policy, it is important to contact Human Resources immediately at 207-602-2283.

Nepotism

In keeping with the University's policy regarding nepotism, *hires of close relatives of UNE employees within a department will not be permitted nor will employees be hired or transferred into positions in which they directly or indirectly supervise or are supervised by another close family member. Nor shall they work in the*

same office as their close relative A close relative is defined as a parent, step-parent, sibling, step-sibling, child, step-child, spouse, parent, grandparent, grandchild, and in-law.

International Students

Non-US citizen students who are attending UNE with a student visa (F-1 Student Status) **are not eligible for FWS** as one must be a US citizen or eligible non-US citizen to be eligible for federal aid. However, the F-1 student visa status allows international students to work up to 20 hours per week on campus in non-work study positions. However, off-campus employment is prohibited during the first year. Once a student has been enrolled full-time for one year, they may apply for authorization to work off-campus, but there are several restrictions, a lengthy application process and an application fee.

For more information, please visit the [USCIS](#) website or contact the Global Education Office by calling 207-602-2451.

Federal Work-Study Student & Supervisor Rights and Responsibilities Agreement Form

STUDENTS

Each Work-Study student is entitled to a number of rights surrounding the job. With those rights come responsibilities, to the supervisor and to the work-study program.

Rights:

- To receive adequate supervision and reasonable task assignments from supervisor
- To expect your supervisor to turn in your time sheets on time for the payroll process to ensure timely pay checks
- To receive appropriate on-going supervisor and job performance evaluation
- To receive one written warning notice with an explanation of the problem if your work or attendance is not acceptable to your supervisor

Responsibilities:

- As soon as possible, discuss your semester schedule with your supervisor and create a work schedule based around it
- Be prepared to work the number of hours a week agreed upon to earn your work-study award
- If illness or other unavoidable circumstances make it impossible for you to work, let your supervisor know in a timely manner

SUPERVISORS

Each FWS supervisor is entitled to rights. With those rights come responsibilities to both the student employee and the work-study program.

Rights:

- To expect students to arrive on time, work scheduled hours and perform duties as assigned in a satisfactory manner
- To reopen the position if the current student does not fulfill the requirements of the job

Responsibilities:

- To provide a full written job description for each position requested
- To provide adequate training and supervision of student employees
- To check time sheets for accuracy, sign them and turn them in by designated dates
- To complete a job performance evaluation once each year as needed

By signing this form, I acknowledge I have read the rights and responsibilities that are specified in the document above and I agree to abide by them:

Student Employee: _____ Date: _____

Work-Study Supervisor: _____ Date: _____

INDEX

Federal Work-Study Handbook Acknowledgement Form

University of New England employees who utilize the Federal Work-Study program and supervise students working within the program are entrusted with properly administering work-study funding, which are subsidized by both federal and UNE institutional money. The Work-Study Program is incredibly valuable to the entire UNE community as it offers many benefits to UNE students, faculty and staff.

Regulations pertinent to the Federal Work-Study program are established by the Department of Education. Compliance with all regulations is essential to ensure continual funding for the program at UNE. Student Financial Services is responsible for the awarding of work-study funds and ultimately ensuring the University is adhering to all regulations. During any given academic year, nearly half of the undergraduate population participates in the UNE Work-Study Program. Given the scope at UNE, Student Financial Services must coordinate with and rely on supervisors to ensure the policies are being followed by all participating parties. In the event that policies are not followed and UNE is found out of compliance with any Federal Work-Study regulations, UNE's eligibility for funding could potentially be at risk.

The Federal Work-Study Handbook thoroughly discusses all regulations and therefore should be reviewed in its entirety. To make certain supervisors have read the handbook and understand all policies and procedures outlined, Student Financial Services requires this form be signed and returned to our office for our records. Should any supervisors have any questions, concerns, or comments regarding UNE's Work-Study Program or the handbook, they should email the work-study coordinator at workstudy@une.edu or call 207-602-2342.

By signing this form, I acknowledge I have read the Federal Work-Study Program Handbook and I agree to abide by all policies and procedures addressed within it:

UNE Employee/supervisor: _____
(PRINT NAME)

Signature: _____ Date: _____

Department: _____ Email: _____ Ext: _____