

Work-Study Program

2025-2026 Student Handbook

GENERAL OVERVIEW

The Student Work Program (SWP) is an integral part of the operation of Lindsey Wilson University and the University's objective to prepare students to become well-rounded and educated individuals. The program was created to provide part-time employment to students and train them to realize the characteristics, responsibilities, and requirements associated with present and future employment. As a student employee, you will earn money to contribute toward your educational expenses while providing the University with vital services.

Federal Work-Study (FWS)

- Federal Work-Study is 100% federally funded by the U.S. Department of Education. The University administers this program in accordance with the laws, federal regulations and instructions issued by or on behalf of the Department of Education.
- Work-Study provides an employment opportunity to eligible students as a part of the student's financial aid package provided by Lindsey Wilson University.

Lindsey Work-Study (LWS)

- Lindsey Work-Study is 100% funded by the University. Institutional policies and regulations govern LWS.

FWS Eligibility

In order to determine eligibility for a FWS award, students are required to file the Free Application for Federal Student Aid form (FAFSA), which can be found on the website www.studentaid.gov.

Students must also meet the following conditions:

- Be accepted for enrollment or be enrolled as a full-time student (part-time students will be considered if there are funds available after full-time students are placed).
- Demonstrate financial need through the financial aid application process
- Receive an award and accept the offer.
- Maintain satisfactory academic progress while employed in the program.
- Not be in default on any federal Title IV loan program and not owe a repayment of a federal grant or scholarship. Additional information concerning qualifying for the program can be obtained from the Financial Aid Office. These positions are not guaranteed and the number of available positions are limited.

The Financial Aid Office (FAO) directs the Student Work Program (SWP). At the FAO, we will make every effort possible to promote job openings, but unfortunately, we cannot guarantee that all students will be hired.

Students and employers should remember that each has responsibilities toward the employment relationship. Student employees are instructed that their job is second only to academics. They are also expected to practice common employment courtesy, such as calling well in advance if they are unable to work at a scheduled time. Employers should also be sensitive to the special needs of university students, who occasionally may request a day off to study for exams. If both parties consider the concerns of the other and do not abuse the relationship, a work-study job can be a rewarding experience for all involved.

Work-study does not mean you can study on the job. SWP jobs are not any different from other jobs. You will have a job description and defined tasks to perform. Work-study means you are working

to pay for the opportunity to obtain an education. The work schedule is arranged around your studies.

IT IS A REAL JOB!

STUDENT RESPONSIBILITIES

Student employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from the assignment and from the SWP program.

Any student who accepts a student employee position accepts the responsibility of maintaining professional standards and agrees to the following:

1. Complete all University, federal, state and employment eligibility (I-9) forms prior to beginning work. This includes a Consent to Work form.
2. Know and satisfactorily perform his/her job according to the job description provided by the department or agency in a serious and responsible manner.
3. Follow a predetermined work schedule that is acceptable to both the student and the employer.

Students are not allowed to work during scheduled class times. Take into account the time for studying, student activities, personal time, lunchtime and breaks between classes and schedule work hours accordingly. Once a schedule is established, the student is responsible for working those hours.

4. Record time worked accurately and consistently. Sign in and sign out at the end of each workday to avoid any conflict at the end of the pay period. Hours worked must be documented daily.

5. Notify the supervisor as soon as possible when illness or other circumstances prevent the student from working. All student work positions are very valuable to the efficiency and operation of the University.

6. Dress appropriately, be dependable, prompt, and conduct themselves in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.

7. Know student employee rights. In addition to basic non-discrimination and employment rights, a student has the right to file grievances. If a problem with a supervisor cannot be resolved by discussion, the student should follow the grievance procedures. The FAO can provide information on this procedure.

8. Inform the supervisor of any plans to end employment. The customary notification time period is at least one week.

9. **Stop working immediately upon earning your SWP award.** Both the student and the supervisor will be notified once the student's earnings are within 25% of their Work-study award. **Students are responsible for keeping track of their hours worked each term.** You cannot work \$1,000 for Fall and \$2,000 for Spring. If you receive a \$3,000 offer, you are to work \$1,500 for Fall and \$1,500 for Spring.

EMPLOYMENT PROCEDURES

Locating a Job

Federal Work-Study students are assigned positions based on job availability, the needs of the University, and student skills.

Most jobs are located on campus, however off campus; the Federal Work-Study Program has been expanded to include community service organizations. As defined by federal regulations, community service is designed to improve the quality of life for community residents, particularly low-income

individuals, or to solve particular problems related to their needs.

Students may contact the FAO for information concerning Community Service work.

Students Seeking 1st-Time Employment:

- ✓ First, you must have received and accepted a Financial Aid Award for the 2025-2026 academic year.
- ✓ Complete the required tax forms and paperwork, which is available on the Student Employment page.
- ✓ Once you have an assigned position, you must provide your Consent to Work form (obtained from the FAO) to the supervisor, complete the entire form, and return it to the FAO.

Students Continuing the Same Job

Students who are work-study rehires will not receive work-study monies automatically; they must submit a FAFSA every year and go through the process with all other students.

Eligible, returning students may wish to secure employment for the following academic year during the spring semester before leaving for summer break. An eligible student is one who has worked during the academic term prior to the subsequent fall (i.e. employed during 2024-2025 and seeking employment for academic term 2025-2026) and continues to have financial need (as determined by the FAFSA calculations). Students are generally eligible for the same award amount for the next academic year, as they were eligible during the current academic term. Returning students are required to obtain a Consent to Work form in the fall from the FAO prior to beginning work for the following academic year.

Consent to Work Forms (Green)

Students are to complete a Consent to Work form each year, indicating where and for whom they will be working. Only students, who are awarded work-study, have picked up and completed their Consent to Work form, are eligible to work. A completed Consent to Work form contains: the position title, the authorized amount of money the student can earn for the academic year, the area administrator, supervisor and student signatures.

Students may not begin working until the first day of the term. Students last day to work is the last day of the academic term/year, or their last date of attendance whichever is first. December graduates or those not attending spring semester must stop working on the last day of the fall term.

TRANSFERRING TO ANOTHER JOB

Student employees who find their job conditions unsatisfactory (e.g., work schedule, job expectations, not getting enough hours to fulfill her/his work award) should contact the FAO and file a Transfer Request form. If the Transfer Request is granted the student should, out of courtesy, give their current employer a one-week notice. Also, once the request is granted all responsibilities should be terminated from their current position and their final timesheet submitted from that department, before a new Consent to Work form will be issued, allowing the student to transfer to another job. Never start working another job without first contacting the FAO.

PAYROLL PROCEDURES

Earnings

SWP employees must be paid at least the Federal Minimum Wage of \$7.25 per hour. The current wage rate is \$8.00. SWP employees are paid bi-weekly. The student and the supervisor will receive a copy of the Payroll Schedule indicating dates the timesheets are due and the dates paychecks will be issued to the student.

Students have the option of direct depositing their earnings into a checking/savings account of their Choice (set up direct deposit through Business Office website) or apply the funds toward their Business Office balance. This can be changed at the end of a pay period by going to your check disbursement online form.

The Cashier's Office is open from 7:30a.m. - 4:30 p.m., Monday through Friday.

Taxes

All earnings are subject to federal, state and local tax regulations.

Students will complete and sign their tax forms and submit to Human Resources (HR). Tax forms can be found on the Student Employment page online and include:

- W-4 form (federal tax withholding form)
- I-9 form *(INS verification of employment eligibility and identity)

All students must possess a valid United States Social Security number. International students who do not possess a valid U.S. social security number must apply for and receive a social security card prior to any earnings being paid.

*NOTE: INS regulations require the I-9 to be completed within three (3) days of hire in order for the employee to continue working.

Rest Periods

According to the Ky. Wage and Hour Labor Law no employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4) hours work. There will be no reduction in compensation for the rest period. This rest period will be in addition to the regularly scheduled lunch period. If this applies to you, you must clock out for a break and then clock back in to finish your shift.

Lunch Periods

According to the Ky. Wage and Hour Labor Law supervisors shall grant their employees a reasonable period for lunch that is as close to the middle of their scheduled work time as possible when scheduled to work an eight (8) hour day. The lunch period must be no sooner than three (3) hours after the work shift begins, nor more than five (5) hours from the time the shift begins. Students are not paid during lunch periods. Students should sign out when their lunch period begins and sign back in when they return.

Timesheets

➤ Federal student employment guidelines require hours worked to be documented on a web-based timesheet. The students' timesheet is the record-keeping device for receiving payment for hours worked by the student and is a federal document.

➤ **Time is to be entered each day of work through Banner Self-Service**

➤ A timesheet must be submitted bi-weekly. Each timesheet should be for one pay period only. All timesheets must be submitted for approval by your supervisor. The supervisor is responsible for approving timesheets according to the SWP payroll schedule. **It is ultimately the student's responsibility to make sure the timesheet is completed and submitted for approval on time, but the supervisor must submit the timesheet to the Business Office.** Timesheets received after the due date will not be processed until the next payroll.

- Enter “time in” and “time out” times for each period worked per day. However, hours should be rounded to the nearest quarter hour.
- Students are required to sign in and out for each scheduled shift. **Timesheets must be completed as the work is performed.**
- A workweek begins on Monday and ends on Sunday. **Students' hours worked may not exceed 8 hours in one day, no more than 20 hours in one week** unless approved by the financial aid office.
- Students can only be paid for hours worked and may not be paid for sick leave, vacation pay, funeral leave, or holiday pay.
- **Students are not allowed work during a scheduled class time.** If a students’ class was canceled or dismissed early and the student comes to work, it must be documented. Request an email from the teacher/professor confirming the date class was canceled or time class was dismissed early that day. Send the email to watkinsm@lindsey.edu. If a student does in fact work during a normal scheduled class, they will not be paid for that time. This is audited monthly.
- **If a student logs hours on a timesheet for a holiday or during a spring or fall break, the day(s) must have actually been worked.** If the office is closed, you cannot work and turn in time.
- **Students may not submit timesheets for hours worked exceeding their work-study award.** It is the joint responsibility of the department supervisor and the student to monitor the student’s earnings. Federal policy requires that students be paid for all hours worked, even if they are in excess of their award. Once a student has been notified they have worked and earned their maximum award, the student must stop working immediately.
- If a student submits a timesheet for hours worked in excess of their work-study award, the FAO may have to readjust the students aid to prevent an over award. In some cases, this may cause a partial or full loan disbursement to be reduced, canceled, or returned to the lender. It may also affect state grant eligibility.
- **If you work more than one job on campus or if you are a Bonner student and work another job on campus for pay, you cannot overlap times on timesheets.**
- Timesheet falsification or other types of misrepresentation is a federal offense and will result in termination of participation from the Student Work Program.**

WORK AWARDS

Declining Work Awards

Students should notify the FAO if they decide to decline a SWP award (you may decline one semester and keep the other) so those funds can be given to another eligible student who wants to participate. If a student declines his/her work award for the year in which it is offered as part of the financial aid package, it may not be offered in subsequent years. Students may request to add/reinstate Work-Study to their financial aid package after seeing a financial aid counselor to discuss if they are eligible for the program and receive advisement on any effects this request may have on their financial aid.

Completion of Work Awards

Lindsey Wilson University requires all SWP employees to work their awarded hours on a regular basis. Our SWP program does not permit sporadic attendance. Students and the supervisors are responsible for keeping track of the hours worked during the semester. To ensure that Work-Study contracts are fulfilled, work progress will be monitored throughout the year.

The FAO keeps a cumulative total of the amount earned by the student employee. We will notify both the department supervisor and student when there is less than 25% of the award eligibility remaining to

be earned so that any appropriate adjustments such as decreasing the student's number of hours of work per week can be made.

Failure to work a reasonable portion of the awarded hours (50%) could result in possible exclusion from the program in future terms.

Job Problems

Problems with the job (e.g., work schedule, job expectations, not getting enough hours to fulfill her/his work award) should be discussed with the supervisor. Contact Michele Watkins 270-384-7370, if the situation cannot be resolved.

Dress Code for Student Employees

Students are expected to be appropriately dressed for the position they hold. Some departments may have a specific dress code to follow. Remember, student employees on campus are representing Lindsey Wilson University to prospective students and/or parents, as well as currently enrolled students.

Students are required to abide by the confidentiality policy. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education records must be kept confidential, including:

- Student's Class Schedule
 - Academic Transcripts
 - Grade/GPA Information
 - Student's Social Security Number (SSN)—may not be given out or posted in any manner.
1. Student employees are required to adhere to the rules and policies regarding FERPA. Students must read and understand these rules and policies relative to privacy and confidentiality for student records information. Violation of these rules or policies may subject a student employee to immediate termination of employment.
 2. Student records are not to be removed from any University office by student employees unless requested to do so by the appropriate supervisor.
 3. Student employees who are granted access to student record information are accountable for the protection of the information and its contents while it is in their possession.
 4. Student employees are prohibited from accessing or discussing personal record information of friends or peers.
 5. Student employees are prohibited from working with their own records.

Working for a Relative

Lindsey Wilson University adheres to the following practices regarding working with a relative:

- A person is not permitted to directly supervise a relative.
- A person is not permitted to sign and verify a time sheet of a relative.

These are in place to maintain student and supervisor accountability.

TRAINING, EVALUATION AND TERMINATION

Orientation and Training

Departments are expected to have training and orientation for all student employees. The orientation session should include departmental policies & expectations, departmental tours, safety information,

scheduling, and specific training for the particular job (i.e. telephone etiquette for a position where the employee will be answering the telephone).

Performance Standards/Evaluations

Each student's job performance is to be evaluated at least once per year. The evaluation should be based on dependability, completion of job expectations, attitude, initiative/leadership, quality of work, and other areas.

The student employee and supervisor should meet to discuss the student's job performance. A written evaluation, completed by both the student and supervisor, should be forwarded to the FAO. The evaluation becomes a part of the student's employment file.

Termination

If a student decides to quit a job, he/she should give at least one-week advance notice to the supervisor so that a replacement may be found.

INVOLUNTARY TERMINATION WITH NOTICE:

Supervisors may terminate students' jobs with notice for a number of reasons. These reasons may include:

- Work-Study earnings met
- When students earn their entire work award, they must be released from their job. Requests for additional hours form may be submitted to the FAO to determine eligibility to work more hours.

INVOLUNTARY TERMINATION WITHOUT NOTICE:

Supervisors have the right to terminate student employees without notice for students found to be in violation of University standards. Some examples of violations include, but are not limited to:

- Excessive tardiness
- Unauthorized disclosure of confidential information
- Timesheet falsification
- Repeated unexcused absences (three consecutive work days where the employee has not called or reported to work)
- Theft
- Use of alcohol or illegal drugs during or immediately prior to the work shift.
- Fighting or threatening violence in the workplace
- Possession of weapons in the workplace
- Sexually harassing any person, or making false claims of sexual harassment

DISMISSAL GUIDELINES

It is recommended that students be given 2 warnings before being dismissed from the job. Supervisors may enforce more rigid guidelines if they wish, as long as they are communicated (preferably in writing) to the student when he/she is hired.

STEP 1:

Supervisor completes Job Performance Warning form each time a warning is given. The form should indicate in the designated place whether it is a 1st or 2nd warning.

STEP 2:

Supervisor sends a copy of the warning to the FAO each time a warning is issued. The supervisor keeps a record so that he/she can keep it as documentation to support any dismissal of a student.

STEP 3:

If the problem happens a 3rd time, the student should be dismissed. The form should then be marked for dismissal and sent to the FAO along with the "Termination of Consent to Work". When the student is terminated from a campus job, the FAO is not obligated to find a replacement job for the student, although he/she still has the opportunity to pursue other employment if he/she desires.

GRIEVANCE PROCEDURES

The purpose of grievance procedures is to provide students with an equitable and consistent system for dealing with on-the-job difficulties regarding assigned duties or supervision. A SWP student having difficulties should attempt to resolve the problem through formal discussion with his/her immediate supervisor.

If, at this point, the SWP employee is not satisfied with the resolution proposed, he or she should contact the Financial Aid Office stating the grievance and the remedy desired. The matter will be decided and a final decision will be communicated to the SWP employee and the supervisor.

WORKERS' COMPENSATION

SWP employees are not covered under the University insurance plan, but are covered by Workers' Compensation insurance. In the event that an injury occurs on the job, no matter how minor, the student must notify his/her supervisor immediately. The supervisor then should immediately notify the Human Resources department. Students and supervisors have a three (3) day window in which to notify Human Resources.

UNEMPLOYMENT BENEFITS

Student work-study employee positions are temporary positions. Therefore, SWP employees are not eligible to collect unemployment benefits following termination of employment.

RELIGIOUS INVOLVEMENT

Federal Work Study positions must not be involved in constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction.

VOLUNTARY SERVICES

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, all SWP employees must be paid for all hours worked. The Wage and Hour Division (Employment Standards Administration) of the United States Department of Labor can furnish additional information regarding voluntary services of institutional employees.

CONTACT INFORMATION

If you have questions regarding your Work Study, contact Michele Watkins in the Financial Aid Office, call 270-384-7370 Monday-Friday, 7:30am – 4:30pm or email watkinsm@lindsey.edu