

WORK-STUDY PROGRAM
GUIDELINES AND RESPONSIBILITIES

Current program information and printable forms are available on the Johnson University Work-Study webpage: johnsonu.edu/Tennessee/Student-Life/Work-Study.

GENERAL PROGRAM INFORMATION:

Work-Study placements are awarded for one year. Applicant placement is determined by work history, knowledge and skill sets, assessed financial need, and timeliness in submission of application information. Work-study employees **must** reapply each year for consideration to continue on the Work-Study Program. All Work-Study Applications are submitted online. Instructions for re-application for the upcoming fall semester are distributed during the spring semester.

Incoming students are allowed to work up to a maximum of 8 hours per week. Returning students are allowed to work up to a maximum of 10 hours per week. However, actual awarded hours are dependent upon the assigned position. International status students are allowed awards in excess of the 10 hour per week maximum as they may only hold employment with the school to which they are enrolled. Employment in the Dining Services area may allow for hours above the maximum.

All placements and assignment changes are made through the Work-Study Office. If you do submit a change request, maintain your scheduled hours/job until you receive written approval from the Work-Study Coordinator stating that your request has been granted. Two weeks' notice should be given when requesting to drop work-study.

AWARDED HOURS / WAGE AMOUNT:

The Student Employment Agreement specifies the maximum amount of hours and wages awarded by position for the academic year. **Awarded hour / wage amount may not be exceeded.** An additional week of hours is awarded per semester to prevent overage. Ending the semester or year under the award amount does not cause penalties.

PAY PERIODS / PAY CHECKS

Payroll is processed on a bi-weekly period. The work week begins on Sunday and ends on Saturday. Paychecks are dated and distributed for every other Friday. Review the current pay calendar for details regarding pay periods and pay dates.

Paychecks are distributed to the student employees' campus mailbox unless otherwise designated.

Johnson University allows the option for student employees to have their wages directly deposited into their personal bank account. **You are strongly encouraged to enroll into this option.** Direct deposit allows for additional security, prevention of physical paycheck loss, and quick access of funds.

WORK-STUDY COORDINATOR'S RESPONSIBILITIES:

The Work-Study Coordinator will monitor time records submitted and enter corrections. The Coordinator processes payroll every other week. The Work-Study Coordinator will also counsel with the supervisors in regard to their workers, and process placement as well as disciplinary requests. The Coordinator distributes notifications regarding current and updated program information to the student employees and supervisors.

STUDENT RESPONSIBILITIES AND ATTENDANCE:

The assigned department supervisor will train the student employees in their specific work area responsibilities. They will monitor the work habits, performance, and reliability of their assigned employees.

Student employees must report to their work area and adhere to the work schedule agreed upon with the supervisor. Failure to attend to the work schedule will result in disciplinary action. Repeated absence will result in suspension or dismissal.

If there is necessary reason for you to miss an assigned shift, you must notify your supervisor well in advance before the shift. Your supervisor will need to make arrangements to cover your vacant shift, and may work with you to make up the missed hours.

If the student employee is unable to work due to illness, they are required to notify the supervisor before their schedule shift or as soon as possible. If the student employee is physically incapacitated, then they should have their Resident Assistant make the notification. Notification to the supervisor must be made in their event of an absence even if the student employee is scheduled for an early shift. Arrangements should be discussed with the supervisor in advance regarding the means by which they wish to receive absence notification. Contact may be made with the Work-Study Coordinator's Office if the supervisor cannot be reached.

Supervisors are allowed the maximum flexibility regarding work scheduling. They may permit make-up work before or after an absence, or not at all. If needed, the supervisor may adjust weekly scheduled hours to support special events (such as peak need for food services, physical plant emergencies, and TA requirements).

BREAK TIME AND MEAL POLICIES:

Meal break periods are mandatory if working more than six (6) hours at a time. Meal break periods should be at least 30 minutes in length. The student employee must clock out when they reach 6 consecutive hours worked. Short 15-minute on the clock breaks are permissible if you work four (4) consecutive hours. These are given at the discretion of the supervisor and are dependent upon the work load of the department during the given shift. Any shift less than four hours is not eligible. **On the clock break periods are not mandatory, rather they are allowed by the University.**

EMPLOYEE EVALUATION:

Successful performance in the assigned position is a significant factor in continued placement, job assignment, and references. Evaluations are performed by the department supervisors once per semester. The purpose of the evaluation process is to give feedback on job performance, to communicate expectations, to clarify any questions about the job, and discuss potential improvement.

ON THE JOB DRESS/APPEARANCE AND CONDUCT:

Guidelines set forth in the Student Handbook regarding dress, appearance, and conduct are to be followed at all times.

For safety compliance, at no time should open toed sandals or flip-flops be worn while performing your assigned duties. This is especially true for student employees assigned to the Food Service areas, Housekeeping, Groundskeeping, Plumbing, Electrical, Inventory, Vehicle Repair, Heating and Air Conditioning, or driving campus vehicles of any sort. Exceptions may be made for office related positions. **The student employee should refer to their supervisor for guidance regarding work attire.**

If you arrive to your work place in inappropriate attire, your supervisor will likely instruct you to go and change clothes, then return directly to your work place. Non-compliance with these instructions will result in disciplinary consequences.

If you have children, at no time are your children allowed to accompany you in your work place. Please arrange appropriate childcare during your scheduled work shifts.

JOB ASSIGNMENTS:

If you wish to be considered for placement to an alternate position you will need to complete an “Assignment Change / Transfer Request”. **You are not to approach supervisors in request to work for them.** If a supervisor contacts you to request you specifically for their area, they also must submit the request for you by completing the “Assignment Change / Transfer Request”. Your current supervisor may decline to release you until a replacement worker is trained. **The Work-Study Coordinator will determine and finalize all job assignments. All Assignment Change Requests must be submitted to the Work-Study Coordinator.**

DROPPING WORK-STUDY:

If you desire to drop work-study, you must stop by the Work-Study Coordinator’s office and complete a “Work-Study Withdrawal / Graduate Exit” form. If you drop the program, you will be expected to give two weeks’ notice to your supervisor, and have the supervisor sign the withdrawal form. The request is not official until you receive a written notice from the Work-Study Coordinator. If you drop in the last half of the semester, you may not be able to work the following semester. Students graduating or planning to transfer schools should notify the Work-Study Coordinator Office as early as possible.

DISCIPLINARY PROCEDURE

The following procedure is established to process disciplinary action against work-study students who display unsatisfactory performance. It is designed to encourage faithful work attendance, good stewardship, commitment, and a conscientious work ethic. Supervisors are allowed flexibility regarding the administration of this procedure.

When a work-study student does not **perform satisfactorily or meet the attendance guidelines** according to the employment agreement he/she signed, the following will occur:

1. The supervisor is to meet with the student to discuss the unacceptable work performance or attendance as a **verbal warning**. An attempt is to be made to correct the student’s inappropriate work habits. The supervisor is to use a Work-Study Disciplinary Form to document the meeting and record all information. The supervisor will then submit the completed form to the work program coordinator, who will complete his/her part and file the original copy in the student’s work file. At this time, the coordinator will send a letter to the student notifying him/her that the verbal warning has been recorded.
2. If unacceptable work performance or attendance continues, the supervisor will meet with the student a second time. The supervisor is to follow the same procedure as with the first meeting. The supervisor will complete a Work-study Disciplinary Form as a **first disciplinary write-up**. The work program coordinator will place the student on **probation** at this time and send a letter to the student notifying him/her of the disciplinary action. While on probation, the student **cannot** make a job change request, but they must stay in the current assigned job.
3. If unacceptable work performance or attendance still continues, the supervisor will meet with the student a third time. The supervisor will complete a Work-study Disciplinary Form as a **second disciplinary write-up**. The work program coordinator will **suspend** the student from the Work-Study Program at this time. **Suspension** will last for at least one full semester.
4. The student will be notified in writing by the coordinator of the disciplinary action. Copies will be sent to the supervisor, financial aid, student accounts, and the assistant to the Dean of Students.

IF ANY OF THESE DISCIPLINARY STEPS ARE TAKEN IN THE LAST HALF OF A SEMESTER, THE RESULTING ACTIONS MAY BE CARRIED OVER TO THE FOLLOWING SEMESTER.

5. The student may appeal this decision by submitting a **Work-Study Program Appeal Form** to the work program coordinator. The appeal will be reviewed by a Financial Aid Work Program Committee who may decide to accept or reject the appeal. If accepted, the FAWPC will outline any special conditions to be implemented. If rejected by the Financial Aid Work Program Committee the decision of the Work-Study Program Coordinator will remain in force.

Work-Study Program Time Record Information

The following is a list of rules the business office will be following concerning the acceptance of “time” by Work-Study Employee. Every Work-Study Employee is responsible for knowing and following these requirements.

The work week begins on Sunday and ends on Saturday.

1. Student employees **must** use the time clock whenever possible. (Only those workers who have made arrangements with the supervisor and the Work-Study Coordinator are exempt from this regulation.) It is the employee’s responsibility to report their time correctly.
2. **Timecard correction slips must include the following information:**
 1. reason the time was not reported through the time clock
 2. correct time and date (including AM or PM)
 3. supervisor’s signature
 4. worker’s ID number
 5. department you work in
3. Hours worked must be reported **daily** unless the student has permission from his/her supervisor and the Work-Study Coordinator to turn time in weekly. **All hours must be submitted to your assigned Work-Study Supervisor by the end of the day on Monday.** Failure to turn in your correction slips on time may cause you to be **removed** from the Work-Study Program.
4. Any student caught falsifying his/her time is subject to disciplinary procedures.

Yellow Time Correction Forms are located outside the Work-Study Coordinator’s Office.

FALSIFYING TIME RECORDS:

The practice of clocking in for a shift and not reporting to the assigned work area will not be tolerated. Upon collection of the appropriate evidence, a student employee found cheating in this manner will be removed from the work program immediately.

This statement is the only necessary warning. There is not second chance in this matter. Student employees removed for cheating on the time clock will not be considered for re-employment for at least one year and then, only if a formal letter requesting reinstatement is submitted and approved.

How to Access your Payroll Information Through my.johnsonu.edu Web Portal

www.johnsonu.edu or my.johnsonu.edu

Follow the yellow highlighted areas in each of the following screen shots.

Select Tennessee Campus



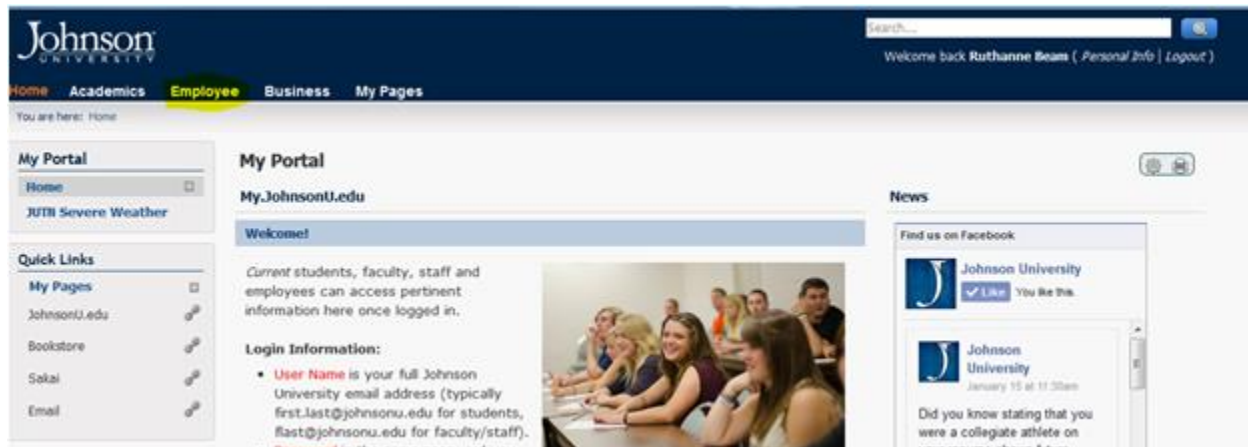
Select "Login"



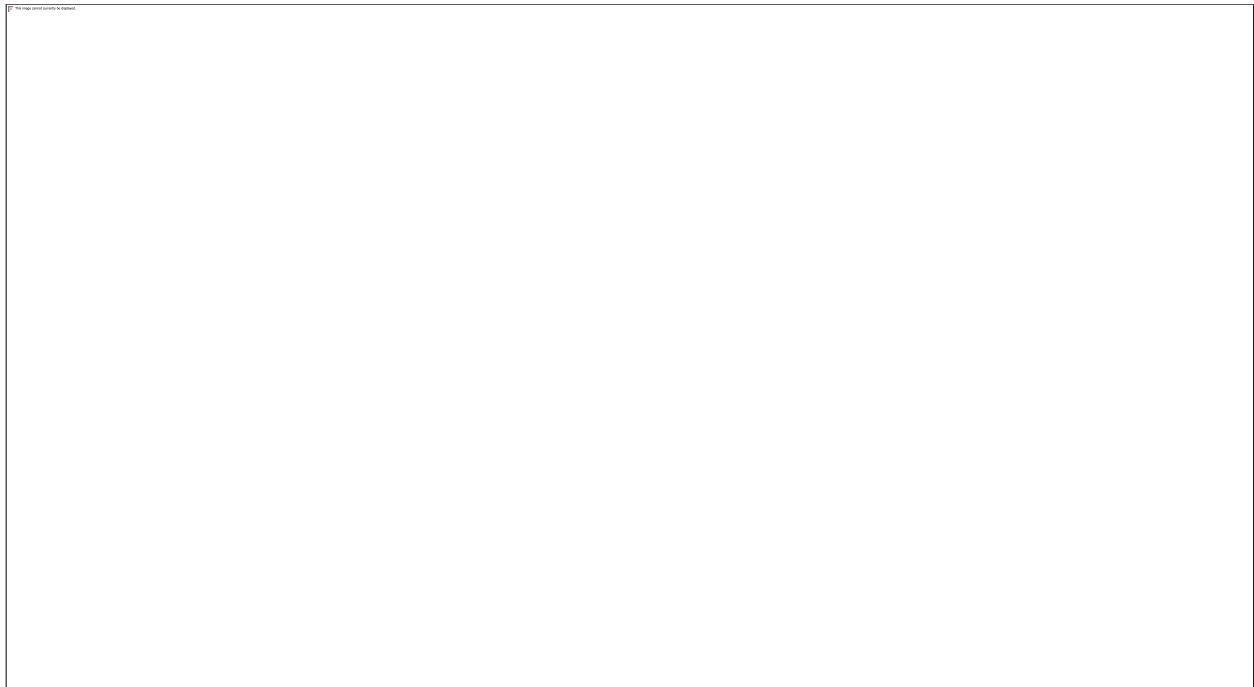
Login with Johnson u email and password



Select Employee Tab



Select from the yellow highlighted areas



From this portal you are able to access:

- Timecard Entry (“Time clock”)
- Pay Statements (check stubs and direct deposit vouchers)
- Payroll Deduction Information
- Tax Information

TIME CONVERSION CHARTS

Minutes	Decimal
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50

Minutes	Decimal
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98

Standard Time
1:00 AM
2:00 AM
3:00 AM
4:00 AM
5:00 AM
6:00 AM
7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 NOON
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM
7:00 PM
8:00 PM
9:00 PM
10:00 PM
11:00 PM
12:00 MIDNIGHT

Military Time
100
200
300
400
500
600
700
800
900
1000
1100
1200
1300
1400
1500
1600
1700
1800
1900
2000
2100
2200
2300
2400

When you receive your printed timecard, your total time worked will be in hours and decimals.
 For Example: If you worked a total of 3 hours and 25 minutes, it will show on your time card has 3.42.
 Military time is also used; the above chart will help you convert your time card into regular time.