



2016-2017 Student Employment Handbook

Student Guide


WARNER PACIFIC COLLEGE
OFFICE OF STUDENT EMPLOYMENT
www.warnerpacific.edu/work-study

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GENERAL INFORMATION

Introduction

The Student Employment Program provides students, in return for services, funds to assist in achieving the goal of earning a college degree.

The Student Employment Program at Warner Pacific College (WPC) serves three purposes:

1. It provides employment for eligible students enabling them to earn a portion of their expenses while pursuing a college education.
2. It is a part of the educational process whereby students acquire marketable work skills.
3. It provides academically related work experience, which may be of value vocationally in post-college years.

Student Eligibility

Before a student is eligible for Student Employment, a student must complete the following steps:

1. Verify eligibility by checking with the Office of Student Employment (OSE)/Office of Student Financial Services (OSFS) (see FWS Eligibility on p.15)
2. Check with the OSE Coordinator for position availability and/or access a comprehensive job list online.
3. Obtain and submit completed paperwork listed below:
 - Returning Students (Students with prior WPC employment experience)
 - a. Student Employment Offer
 - b. IRS W-4 Form
 - c. Direct Deposit form **with voided check** (optional)
 - New Students (Students without prior WPC employment experience)
 - a. Student Employment Offer
 - b. Emergency Information Form
 - c. Confidentiality Agreement Form
 - d. I-9 Employment Form (Picture ID and proof of citizenship required)
 - e. IRS W-4 Form
 - f. Direct Deposit form **with voided check** (optional)(Please see Paperwork section for more details about specific forms.)
4. Successfully complete a background check.

NOTE: STUDENTS ARE NOT ELIGIBLE TO START WORKING UNTIL ALL PAPERWORK IS SUBMITTED TO THE OSE/OSFS AND THE SUPERVISOR HAS A RELEASE TO WORK FORM IN HAND.

Job Listings Web Site

Job descriptions for open positions are posted on the Work Study Web page at <http://www.warnerpacific.edu/work-study>. Students search for positions for which they feel best suited. Students then submit an application to the contact person listed at the bottom of each job listing.

Paperwork

Students are required to turn in specific paperwork (please refer to Student Eligibility section on p.3). The majority of the required paperwork is completed by the students. The Student Employment Offer and the Confidentiality Agreement are filled out and signed by both the supervisor and the student. All paperwork is submitted to the OSE/OSFS. Remember, students **CANNOT** begin working until the supervisor has a Release to Work Form **IN HAND**. **Students must ensure supervisors have a Release to Work Form IN HAND EACH SEMESTER before beginning to work.**

Timesheets

Before signing the timesheets, the supervisor is required to review timesheets to ensure they are accurate and complete. Institutional Policy requests that **SUPERVISORS** bring completed timesheets to the OSE/OSFS. Students may deliver timesheets in a sealed envelope with a supervisor signature over the seal. For additional information, please refer to the Timesheet section on p. 7.

Student Employment Offer

The Student Employment Offer is an agreement between the supervisor, the student, and the OSE/OSFS for employment in a specific department, contingent upon the successful completion of a background check. Offers are based on the Academic school year and are completed once a year. Changes in the offer, such as pay rate and employment status, are communicated by submitting an Employment Change Form to the OSE/OSFS. The offer is signed by the supervisor and student and then submitted to the OSE/OSFS along with all other required paperwork.

Emergency Information Form

The Emergency Information Form is completed by the student. This form provides emergency and contact information.

Confidentiality Agreement (FERPA)

(As is written on the Confidentiality Agreement)

Warner Pacific College employees support a variety of College functions. Employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, personal health, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Information Portability and Accountability Act (HIPAA) and the Gramm Leach-Bliley Act (GLB). With respect to these records and information, and all other confidential property, all College employees are required to read and agree to the following.

1. The employee acknowledges the confidentiality of all student, alumni, donor, and employee information of Warner Pacific College and understands that this information will not be revealed to, distributed to, or discussed with anyone other than the appropriate, designated supervisor and other College officials as designated by the supervisor.
2. The employee will not attempt to alter, change, modify, add, or delete record information or College documents unless specifically instructed to do so by the employee's supervisor or other College official.

3. The employee will access only the information specified and authorized by the supervisor. Access should be through normal office procedures for obtaining information in written documents, computer files, records, or other College information.

4. All individually-identifiable information to be discarded will be shredded.

5. All offices containing confidential information will be locked when unattended.

When an employee's employment with the College ends, the employee must return all Warner Pacific College-related information and property (including all student, faculty and staff information), including documents, files, records, manuals, information stored on a personal computer or on computer discs, supplies, computers, cellular telephones, and all other equipment or office supplies. The employee's duty to maintain strict confidentiality relating to confidential College business and information continues following termination of employment.

The employee understands failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the College, and may further subject the employee to other disciplinary actions.

I-9 & W-4

These forms are required by federal law for employment.

The I-9 is a form distributed by the U.S. Department of Homeland Security and is necessary to verify employment eligibility through the U.S. Government.

The W-4, a form distributed by the U.S. Department of Treasury, provides information for the employer (WPC) to withhold the correct federal and state income tax from the employee's earnings.

Scheduling

Scheduling is based on student need and the job assignment. The recommended average is 8-10 hrs per week.

Institutional and Federal regulations do not allow for payment of overtime or holiday pay. Students may not work more than 29 hours a week. Students may not volunteer to work additional hours without pay.

FWS Students may not earn in excess of their FWS eligibility (Please refer to FWS Student Eligibility on p.15).

Oregon Sick Time

Warner Pacific College provides Sick Time in accordance with the State of Oregon's Sick Time law. An employee's accrued Sick Time can be used for any of the following purposes:

- Time off for the diagnosis, care or treatment of the employee or employee's family member's mental or physical illness, injury or health condition, including preventative care;

- Time off for domestic violence, harassment, sexual assault or stalking as described in the Crime Victims Leave section of this Handbook;
- Time off when either the College or the employee's child's school is closed by order of a public official due to a public health emergency, or to care for a family member whose presence in the community threatens the health of others as determined by a public health authority or health care provider, or if the College is legally required to exclude the employee from the workplace for health reasons; and

Family member, for this purpose, includes the employee's spouse, parent, child, grandparent, grandchild, parent-in-law, and a person with whom the employee was/is in an in loco parentis relationship. Under Oregon's Sick Time law, "family member" also includes registered same sex domestic partners.

In general, employees are entitled to accrue one hour of Sick Time for every 30 hours of work performed within the City. Employees are entitled to accrue up to 40 hours of Sick Time in a year. Employees may not use Sick Time that is not yet accrued.

Employees are required to give supervisors as much advance notice as possible prior to using sick time, and should comply with the procedures described in this Handbook. Sick time should be used in increments of at least one hour. Pay is at the base rate at the time the sick time is used. Detailed explanations are not generally required. However, notification, general reasons, and schedule arrangements with supervisors are required.

If an employee is hospitalized, medically restricted or prohibited from work by a doctor, or ill or injured for more than 3-days, employees may be required to provide a signed statement by a health care provider verifying the necessity of the absence. The supervisor has the right to require an employee to leave work if he or she determines that an employee illness could cause an unsafe or unhealthy work environment for co-workers, even if all sick time is used up.

At least once each quarter, the College will provide employees with written notification of their amount of accrued and unused sick time available for the employee's use, typically on the employees pay stub. Sick Time is not vacation time and should not be used as such, nor is it to be used to extend vacation. It is a benefit from the College to support employees in personal, family, medical, illness, legal, and emergency situations.

Deliberate misuse of sick time may be cause for disciplinary action. Employees will not receive any form of payment for unused sick time when they terminate. If Warner Pacific College suspects an employee is engaging in improper use or abuse of sick time (such as repeated use of unscheduled time off adjacent to weekends, holidays, vacation or pay day), the College may require documentation from a health care provider of the need for the time off, regardless of whether the absence is more than three consecutive days.

Disciplinary action taken for an employee's abuse of sick time is not considered retaliation.

Returning Students

If a returning student wishes to continue working a previously contracted position, both the supervisor and student must be in agreement before the student leaves for vacation. Returning students must obtain and submit completed paperwork to the OSE/OSFS as listed under the Student Eligibility section on page 3, before beginning work.

Employment During Non-Enrollment Periods

Periods of non-enrollment include Summer and Christmas Breaks. The OSE/OSFS notifies supervisors of updated policies regarding periods of non-enrollment. However, employment during these periods is based on the condition the student plans to return to class during the next semester of enrollment. Students must sign an "Intent to Return" and submit it to the OSE/OSFS in order to be released to work during these non-enrollment periods. The student must also officially register for the term following the break before they begin working during the break.

Payroll Procedures

Pay Periods

Each pay period covers hours worked by the student from the 19th of the month through the 18th of the following month or as noted on the timesheet schedule. The OSE/OSFS notifies supervisors of exceptions. Refer to the attached Timesheet and Pay Schedule in the appendix.

Timesheets

Timesheets are legal required documents and must be submitted to the OSE/OSFS on the nineteenth of every month (or as indicated on the attached Timesheet and Pay Schedule). Incomplete timesheets and incomplete personnel files result in the timesheet being returned to the supervisor, often delaying the receipt of funds. Audit regulations require supervisor signatures on timesheets. Timesheets should be completed and signed using a blue or black ink pen. It is a federal offense for a student or employee to falsify any information on a student's payroll timesheet.

To ensure that a timesheet is accurately completed and submitted, both students and supervisors should adhere to the following:

- Print student employee name clearly.
- Write all entries in blue or black ink.
- Make all entries legible.
- Record hours worked on a daily basis.
- Submit timesheets in accordance with the timesheet schedule (see appendix).
- Ensure there is only one pay period per timesheet. Please do not split the pay periods.
- Ensure a 10 minute paid mandatory break was taken during each four consecutive hours of work.

- Ensure a 30 minute unpaid mandatory break was taken during a shift of six consecutive hours of work.
- Ensure total hours worked do not include unpaid breaks.
- The supervisor initials all changes.
- Submit all timesheets delivered by students in a sealed envelope with seal signed by the supervisor.
- Ensure hours on timesheet do not exceed FWS eligibility limits.

NOTE: FAILURE TO SUBMIT COMPLETED TIMESHEETS BY THE DEADLINE DELAYS RECEIPT OF FUNDS.

Pay Rates

Pay rates begin at the current minimum wage and vary by department, depending on the task and experience level of the employee. Pay raises are recommended only after the employee has worked in the department for a full semester. All pay levels must fall within approved budget parameters. To communicate pay rate changes, an Employment Change Form is completed and submitted to the OSE/OSFS with, or prior to, the student's timesheet.

Monthly Pay

Monthly pay is direct deposited on the last business day of the month to the student's specified bank account(s) provided on the Direct Deposit Enrollment Form. If a student doesn't provide bank account information, their paycheck is mailed to the permanent address on file in the Records Office on the last business day of the month.

Pay Advances

Institutional process discourages payroll advances. Contact the payroll office (503-517-1205) to help solve problems relating to extenuating circumstances.

Supervisor Responsibilities

It is the responsibility of the supervisor to assign work for each student employee under direct supervision. Student employees are expected to refrain from homework or personal business during scheduled employment hours.

Supervisors are responsible for setting appropriate professional standards for all students, including but not limited to, confidentiality, work expectations, appropriate dress, tardiness, illnesses, leave of absences, leaving early, phone calls, texting, visitations, and mid-terms/finals/homework.

Student Responsibilities

Students employed through the Student Employment Program are employees of WPC; therefore, student employees are expected to abide by the following policies.

Confidentiality

Please refer to the Confidentiality Agreement (FERPA) section on p.4.

Work Expectations

Students are expected to work through the term. This includes finals week. If schedule conflicts arise, contact the supervisor. Students may not work during their scheduled class periods.

Appropriate Dress

Employees are expected to dress in a neat, clean, modest, and appropriate manner. Dress codes vary from job to job. Check with the supervisor.

Tardiness

Employees are expected to report to work on time. Please contact the supervisor if an unforeseen problem delays arrival.

Illness

In case of illness, the employee needs to contact the supervisor and explain the problem prior to scheduled work time. If the employee is eligible to use paid Oregon Sick Time, report the normal work times of that shift on the timesheet with a "Y" in the OST column.

Leave of Absence from Employment

All leaves of absence, changes, or substitutions of personnel must be cleared with the supervisor **24 hours in advance**. The supervisor has final authority to grant these types of leaves or changes. Method of communication is determined by the supervisor.

Leaving Early

The employee is paid only for hours worked. If the employee is leaving early because of illness and is eligible to use paid Oregon Sick Time, report the unworked hours on the timesheet with a "Y" in the OST column.

Phone Calls

Personal phone calls are discouraged during work hours. If an urgent phone call is necessary, permission from the supervisor prior to the call is required.

Visitation

Employees should discourage friends from prolonged visitation during working hours.

Mid-terms/Finals/Homework

Employees are expected to practice responsible study habits. The college expects student employees to maintain regular office hours; however, the employee is a student first and foremost and therefore, if a situation arises in which the employee needs more time for schoolwork, it is expected the supervisor will receive a request of leave.

Terminations**Student Initiated Terminations**

The student is expected to give proper notice (2 weeks) in writing for resignation of position. This allows time for the supervisor to make other arrangements. The supervisor must complete an Employment Change Form and submit it to the OSE/OSFS.

Supervisor Initiated Terminations

There are many reasons a supervisor may need to end the employment relationship. For example, if one of the following occurs, it is considered grounds for the supervisor to terminate a student employee:

1. Violation of WPC's Community Agreement

2. Violation of the college's confidentiality agreement
3. Inappropriate dress
4. Tardiness
5. Failure to report to work
6. Inadequate performance of work responsibilities
7. Violation of Departmental Policies and/or Procedures

Satisfactory Academic Progress Terminations

Satisfactory Academic Progress is a process of the OSFS reviewing a student's academic eligibility for financial aid. If a student is not meeting standards, as published in the Warner Pacific catalog, financial aid may be suspended. In such cases, students lose their FWS eligibility and are no longer eligible to continue working in the FWS program. Students and supervisors are notified of the termination by the OSE/OSFS.

Student Rights

Student employees are guaranteed certain rights:

Training

The supervisor provides training, direction, and education necessary to fulfill job responsibilities. Supervisors are also responsible for providing information on job-related health and safety issues.

Job description

The supervisor provides a clear statement of expectations and responsibilities requisite to the assignment before beginning work. Job expectations are described in the official job description.

Fairness

Student Employees have a right to fair treatment as an employee, and to fair consideration of needs and responsibilities as a student at Warner Pacific College.

Payment and Minimum Wage

Federal Guidelines require that student employees be paid for all hours worked. WPC Student Employees are paid at least the higher of the current State or Federal Minimum Wage once a signed, accurate timesheet is received.

Paid Sick Time

Students who have worked for Warner Pacific College for at least 90 days are eligible to use accrued paid Oregon Sick Time, see page 5.

Overtime

Federal Regulations do not permit overtime or overtime pay. Overtime is defined by the State of Oregon and the Federal Government as more than 40 hours in one week. Students may not volunteer to work additional hours for a paid position.

Termination and References

Supervisors are responsible for providing an explanation if a student is terminated. Students also have the right to use WPC's Office of Student Employment for employment verification for future employment.

Grievance

A Student Employee has the right to use the grievance process outlined below:

Grievance

While it is the intention of Warner Pacific College that all grievance complaints be settled informally, it is sometimes necessary to proceed in a more formal manner. In the event of the need of such formal processes, the student should proceed as follows:

1. Attempt to resolve the problem with the immediate supervisor and the person(s) involved.
2. Should Step 1 prove unsuccessful, the student employee consults with the Director of Student Financial Services and Financial Aid to attempt a positive resolution to the grievance.
3. Should Step 2 prove unsuccessful, the student may request a hearing by the Financial Aid Advisory Committee (which functions as a financial aid advisory and appeal panel). The FAA committee hears all parties and recommends a resolution. The decision of the committee is final.

A Summary of Your Rights under the Fair Credit Reporting Act

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security
- **number.** In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
- In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are

more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

SAFETY TIPS

Keeping Warner Pacific College safe is everyone's responsibility. If you see, hear, or smell anything unsafe or out of the ordinary, contact WPC Security, day or night, at **503-250-1730** or **503-517-2127**. **In an emergency situation, dial 9-1-1** and, if possible, contact WPC Security.

Be aware of general and work related safety risks. **Possible risks include, but are not limited to:**

- Handling or cleaning up blood or other body fluid without wearing protective gear.
- Turned up carpets that could cause a person to trip.
- Unlit or poorly lit stockrooms, work areas, or outdoor areas.
- Spills or slick spots on the floor or ground that could cause someone to fall.
- Sharp items left in an area where they could cause an injury (i.e. needles, nails, broken glass).
- Improper lifting of items.
- Placing items close to a radiator or other heat source.
- Carrying items on stairways.
- Reaching for items on top and bottom shelves.
- Working on ladders or step stools.
- Using sharp instruments to open boxes or containers.
- Lack of proper clothing or protection (i.e. not wearing shoes while unpacking boxes, wearing high heels that may catch on stairs or grated flooring, and not wearing protective gloves when handling chemicals).
- Not using handrails when ascending or descending stairs.
- Uneven areas on a sidewalk or path.
- Animal bites resulting from feeding squirrels and other wildlife.
- Downed power lines, standing water near an electrical source, and/or exposed wires.

Remember: Report injuries to your supervisor, even the small ones.

When participating in activities on campus, be careful around walkways, landscaped areas, near parking lots, and streets. Report any outage of security lights, street lights, or walkway lights.

Work situations may have unique risks associated with the duties of the job. It is important that you discuss possible risks with your supervisor. Your supervisor will be able to advise you and guide you to information that will help you perform your duties safely.

FEDERAL WORK STUDY

Introduction

The Federal Work Study (FWS) Program provides student employment to eligible students as part of a student's financial aid package provided by Warner Pacific College and the Federal Government.

This federally funded program is the primary means by which students are employed on-campus. Because it is federally funded, it is governed by federal regulations. As such, employment of students is based on financial need as determined from the Free Application for Federal Student Aid (FAFSA).

FWS Student Eligibility

To be eligible for the FWS Program a student must be one of the following:

- U.S. Citizen or National
- U.S. permanent resident and have an Alien Registration Receipt Card (I-151 or I-551)
- Permanent resident of the Trust Territories of the Pacific Islands
- Otherwise eligible non-citizen with a Departure Record (I-94) from the U.S. Bureau of Citizenship and Immigration Services showing one of the following designations:
 - Refugee
 - Asylum Granted indefinite
 - Parole and/or Humanitarian Parole
 - Cuban-Haitian Entrant

To determine eligibility for Federal Work Study, a student must submit a FAFSA to the Federal government, and include WPC's school code, 003225. Each student applying for financial aid from the college is reviewed for eligibility in the FWS Program. If the student is eligible and desires work study as a form of assistance, the following steps must be completed to obtain an on-campus position:

1. Check with the OSE/OSFS to ensure eligibility for work study funds. Financial resources affect financial aid awarding, which may result in a reduction or elimination of FWS eligibility.
2. Follow Steps 2-4 listed under Student Eligibility on p.3.

NOTE: STUDENTS ARE NOT ELIGIBLE FOR FWS FUNDING UNTIL THE PAPERWORK PROCESS IS COMPLETED.

If Students do NOT meet any of the preceding criteria or do not qualify for FWS Funds due to limited need, please refer to Institutional Student Employment Section found on p.17.

Supervisors are responsible for monitoring the level of approved departmental work study budget and individual student eligibility status. Students cannot earn over their awarded eligibility in FWS funds. It is contrary to college procedures to allow students to earn more than the awarded allotment and may put the college at risk with Federal Regulations.

Supervisors may petition for a review of an individual FWS award.

Paperwork

Please follow the guidelines for paperwork found on p.4.

Scheduling

FWS Students may not work over their Work Study eligibility as provided on the financial aid award letter. The formula for determining hours a student may work is as follows:

Divide the current semester's FWS award by the number of weeks in the semester (usually 16, including finals week). Divide that answer by the rate of pay. This will give the number of hours a week the student's award allows for compensation.

For example:

$\$1000$ (FWS award) / 16 (number of weeks in the semester) = 63 / $\$9.75$ (rate of pay) = 6 hours a week.

INSTITUTIONAL STUDENT EMPLOYMENT

Introduction

Institutional Student Employment (ISE) is designed to allow students ineligible for Federal Work Study awards to earn money for educational expenses. Only a select number of department budgets hold these funds. International students are not eligible for FWS, but may earn through the ISE program.

Institutional Student Eligibility

ISE eligibility, unlike FWS eligibility, is not limited by financial need or awards. Students are eligible to begin working once the paperwork process has been completed and the supervisor has a release to work in hand. Please refer to the Eligibility section in General Information located on p.3.

Paperwork

With the exception of International students, all ISE students follow the paperwork guidelines found on p.4.

Scheduling

Students are not limited by an awarded eligibility, therefore they may work up to half time. Students may work no more than 8 hours a day and 29 hours a week, with the exception of International students (see International Student Employment for more details). Students are not eligible for overtime or holiday pay.

INTERNATIONAL STUDENT EMPLOYMENT

Introduction

International Student Employment, a subsidiary of the Institutional Student Employment Program (ISE) provides employment to eligible international students.

International Student Eligibility

Students must:

1. Be in legal F-1 Full-time student status and currently enrolled in a course of study.
2. Receive authorization for on-campus employment by completing and returning all Student Employment paperwork, listed in the handbook, to the Office of Student Employment.
3. Limit employment to a maximum of 20 hours per week. INS allows eligible students to work up to full-time during vacations and school breaks if they intend to register for the term following the vacation or break. Warner Pacific College limits all students to a maximum of 29 hours per week. *
4. Maintain an academic GPA of 2.0 or higher **AND** pass a minimum of 12 undergraduate or 6 graduate credit hours per semester.
5. Show the **PDSO** your current Passport, Visa, I-20, and I-94 along with a copy of the completed International Student Employment Contract (to receive a Request Letter for SS#).
6. Notify the **PDSO** in the Office of Enrollment and the Office of Student Financial Services if/when resigning or changing jobs.

*Hours listed above are not guaranteed. Hours worked are based on department need and budget.

Paperwork

International students must submit the following paperwork:

1. International Student Employment Contract
2. Emergency Information Form
3. Confidentiality Agreement (FERPA)
4. I-9 With proper Identification
5. W-4
6. Direct Deposit form **with voided check** (optional)

A Release to Work Form **MUST** be in the supervisor's hand before the student may begin working.

Scheduling

Limitations and Special Issues of Student Employment

International student on campus employment is limited to no more than 20 total hours per week per student while school is in session.

Exception

On-campus employment may be up to 29 hours per week during periods of non-enrollment for eligible students intending to register for the subsequent academic term.

2016-2017 Academic School Year Timesheet Schedule

Timesheets Due	Last Day on Timesheet	Direct Deposit (DD)/ Checks Mailed (CK)
Monday, June 20, 2016	Sat, June 18, 2016	Thurs, June 30, 2016
Tuesday, July 19, 2016	Mon, July 18, 2016	Fri, July 29, 2016
Friday, August 19, 2016	Thurs, Aug. 18, 2016	Wed, Aug. 31, 2016
Monday, September 19, 2016	Sun, Sept. 18, 2016	Fri, Sept. 30, 2016
Wednesday, October 19, 2016	Tues, Oct. 18, 2016	Mon, Oct. 31, 2016
Monday, November 21, 2016	Fri, Nov. 18, 2016	Wed, Nov. 30, 2016
Friday, December 9, 2016	Thurs, Dec 8, 2016	DD: Fri, Dec. 30, 2016 CK: Mon, Jan. 2, 2017
Thursday, January 19, 2017	Wed, Jan. 18, 2017	Tues, Jan. 31, 2017
Tuesday, February 21, 2017	Sat, Feb. 18, 2017	Tues, Feb. 28, 2017
Monday, March 20, 2017	Sat, Mar. 18, 2017	Fri, Mar. 31, 2017
Wednesday, April 19, 2017	Tues, April 18, 2017	Fri, April 28, 2017
Friday, May 5, 2017	Thurs, May 4, 2017	Wed, May 31, 2017
Friday, May 19, 2017	Thurs, May 18, 2017	Wed, May 31, 2017
Monday, June 19, 2017	Sun, June 18, 2017	Fri, June 30, 2017