



# 2017-2018 Student Employment Handbook

## Student Guide

  
WARNER PACIFIC COLLEGE  
OFFICE OF STUDENT EMPLOYMENT  
[www.warnerpacific.edu/work-study](http://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 place skills.
3. It provides academically related work experience, which may be of value vocationally in post-college years.

### *Student Eligibility*

To be eligible for Student Employment, a student must complete the following steps:

1. Verify eligibility by checking their award letter online through the MyWP portal or in person with the Office of Student Employment (OSE)/Office of Student Financial Services (OSFS) (see FWS Eligibility on p.15).
2. Check with the OSE for position availability and/or access a comprehensive job list online.
3. Obtain and submit completed paperwork listed below. See Paperwork Section for details about specific forms.

Returning Student Employees (prior WPC employment experience)

- a. Student Employment Offer
- b. IRS W-4 Form
- c. Direct Deposit form with voided check (optional)

New Student Employees (no 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)

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 submit specific paperwork (please refer to Student Eligibility section on p.3). The majority of the required paperwork is completed by the student. 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. Students **must not** begin working until the supervisor has a Release to Work Form in hand each semester.

### **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**

(As is written on the Confidentiality Agreement document)

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 is 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 7-10 hours per week.

Institutional and Federal regulations do not allow for payment of overtime or holiday pay. Students may not work more than 20 hours a week during the school year. During non-enrollment periods (summer and Christmas breaks), students may work up to 40 hours per week. The hour limit is per student, not per position. If a student has more than one position, hours per week in all positions may not exceed the maximum. 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 Sick Time law. 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 the WPC Employee Handbook (available on the WPC website);
- Time off when either the College or the employee's dependent 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.

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 three 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 the supervisor determines that an employee illness could cause an unsafe or unhealthy work environment for co-workers, even if all sick time is expended.

At least once each quarter, the College provides employees with written notification of the amount of accrued and unused sick time available for use, typically on the employee 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 upon termination of employment. 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 abuse of sick time is not considered retaliation.

## ***Returning Students***

If a returning student employee wishes to continue working a previously contracted position, both the supervisor and student must be in agreement before the student leaves for vacation or scheduled break in enrollment. Returning students must obtain and submit completed paperwork to the OSE/OSFS as listed under the Student Eligibility section on page 3, prior to resuming 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 earning FWS funds during the break.

## ***Payroll Procedures***

### **Pay Periods**

Each pay period includes hours worked by the student employee from the 19th of the month through the 18th of the following month, or as noted on the timesheet schedule. Refer to the attached Timesheet and Pay Schedule in the appendix.

### **Timesheets**

Timesheets are legal required documents and should 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 may result in a delay of payment to the employee. Audit regulations require supervisor signatures on timesheets. It is a federal offense for a student or employee to falsify any information on a student payroll timesheet.

The supervisor is required to review timesheets to ensure accuracy and completeness before signing. Institutional policy requests that **SUPERVISORS** bring completed timesheets to the OSE/OSFS. Timesheets are accepted from students only if they are in a sealed envelope with a supervisor signature over the seal.

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 processing and 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 not guaranteed and are recommended only after the employee has worked in the department for a full semester. All pay levels must fall within approved budget parameters.

### **Monthly Pay**

Monthly pay is direct deposited on the last business day of the month to the student specified bank account(s) provided on the Direct Deposit Enrollment Form. If a student does not provide bank account information, the 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 student employees, including but not limited to confidentiality, work expectations, appropriate dress, tardiness, illness, leaves of absence, shortening the shift, phone calls, texting, social media, 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 section on p.4.

### **Work Expectations**

Students are expected to work through the semester. 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. 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 – Shortening the Shift**

The employee is paid only for hours worked. If the employee is leaving early because of illness, report the unworked hours on the timesheet with a "Y" in the OST column. If the student employee is working a shorter shift for other reasons, report only the actual hours worked. Shift changes should be communicated in advance.

**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 requested.

**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 working 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.

**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 performed by the OSFS reviewing student 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 cases of suspension a student loses FWS eligibility and cannot 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 receive pay for all hours worked. WPC Student Employees are paid at minimum the higher of the current State or Federal Minimum Wage. A signed, accurate timesheet is required.

### **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**

Supervisors are responsible for providing an explanation if a student is terminated.

### **References**

Students also have the right to use WPC's Office of Human Resources for employment verification for future employment.

## **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 información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escríbale a Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20552.**

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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20552.**

- **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 identity 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**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:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

## SAFETY TIPS

Keeping Warner Pacific College safe is the responsibility of everyone. 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.

### **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

### *Program Summary*

The Federal Work Study (FWS) Program provides student employment to eligible students as part of a 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 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, including the school code for Warner Pacific, 003225.

Each student applying for financial aid through 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 or online 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 as determined by the federal need analysis, please refer to Institutional Student Employment Section found on p.17.**



## ***Paperwork***

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

## ***Scheduling***

Generally, 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 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 award allows for compensation.

For example:

$\$1250$  (FWS award) / 16 (number of weeks in the semester) = 78.13 /  $\$11.25$  (rate of pay) = 7 hours a week.

# **INSTITUTIONAL STUDENT EMPLOYMENT**

## ***Program Summary***

Institutional Student Employment (ISE) is designed to allow students ineligible for Federal Work Study to earn money for educational expenses. Only a select number of departments 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. Students may work no more than 8 hours a day and 20 hours a week (except during periods of non-enrollment, see scheduling on p 5). Students are not eligible for overtime or holiday pay.

# INTERNATIONAL STUDENT EMPLOYMENT

## *Program Summary*

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 OSE
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 20 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 **Designated School Official (DSO)** 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 **DSO** in the Office of Enrollment and the OSFS if/when resigning or changing jobs.
7. Employment Hours 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
4. I-9 With proper Identification
5. W-4
6. Direct Deposit form with voided check (optional)

The supervisor must possess an approved Release to Work Form prior to the student working.

## *Scheduling*

Students are not limited by an awarded eligibility. Students may work no more than 8 hours a day and 20 hours a week (except during periods of non-enrollment, see scheduling on p 5). Students are not eligible for overtime or holiday pay.

## 2017-2018 Academic School Year Timesheet Schedule

<b>Timesheets Due</b>	<b>Last Day on Timesheet</b>	<b>Direct Deposit (DD)/ Checks Mailed (CK)</b>
<b>Monday, June 19, 2017</b>	Sun, June 18, 2017	Fri, June 30, 2017
<b>Wednesday, July 19, 2017</b>	Tues, July 18, 2017	Mon, July 31, 2017
<b>Monday, August 21, 2017</b>	Fri, Aug. 18, 2017	Thurs, Aug. 31, 2017
<b>Tuesday, September 19, 2017</b>	Mon, Sept. 18, 2017	Fri, Sept. 29, 2017
<b>Thursday, October 19, 2017</b>	Wed, Oct. 18, 2017	Tues, Oct. 31, 2017
<b>Monday, November 20, 2017</b>	Sat, Nov. 18, 2017	Thurs, Nov. 30, 2017
<b>Friday, December 8, 2017</b>	Thurs, Dec 7, 2017	DD: Fri, Dec. 29, 2017 CK: Tues, Jan. 2, 2018
<b>Friday, January 19, 2018</b>	Thurs, Jan. 18, 2018	Wed, Jan. 31, 2018
<b>Tuesday, February 20, 2018</b>	Sun, Feb. 18, 2018	Wed, Feb. 28, 2018
<b>Monday, March 19, 2018</b>	Sun, Mar. 18, 2018	Fri, Mar. 30, 2018
<b>Thursday, April 19, 2018</b>	Wed, April 18, 2018	Mon, April 30, 2018
<b>Friday, May 4, 2018</b>	Thurs, May 3, 2018	Thurs, May 31, 2018
<b>Monday, May 21, 2018</b>	Fri, May 18, 2018	Thurs, May 31, 2018
<b>Tuesday, June 19, 2018</b>	Mon, June 18, 2018	Fri, June 29, 2018