

**STUDENT  
EMPLOYMENT  
MANUAL**

**MORAINÉ PARK TECHNICAL COLLEGE**

**FINANCIAL AID OFFICE**

**235 North National Avenue**

**P. O. Box 1940**

**Fond du Lac, WI 54936-1940**

**Phone: 920-924-3208**

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## **STUDENT EMPLOYMENT**

Federal Work Study (FWS) is a federal financial aid program designed to provide part-time employment for eligible students. You must apply for financial aid and receive a FWS award from the Financial Aid Office in order to work under this program. Students who demonstrate financial need are awarded FWS funds on a first-come, first-served basis until funds are exhausted. Therefore, it is very important for you to be aware of and adhere to application priority dates. If you file for financial aid too late in the year, you may not receive a FWS award due to lack of funding, regardless of whether you had a FWS award in the past.

The Federal Work Study program is designed for students who need the earnings from such employment to commence or continue their vocational or technical training. The type of work the students perform is that of an assistant or aide, and preferably utilizing a vocational skill being learned in a vocational or technical program. It is hoped that the student will find help in his/her future job search by developing job-seeking skills as well as job-holding skills such as dependability, honesty, loyalty, ability to follow directions, punctuality, and good job performance.

Accepting your offer of FWS does not guarantee you a job. Rather, you are given access to available job descriptions in order to apply for the jobs that interest you.

### **Academic Year**

If awarded the full amount of work study, students may work up to 15 hours per week. Eligibility for work study is regulated by federal guidelines.

### **Summer Term**

During the summer, students may work up to 32 hours per week if eligible.

The purpose of this summer Federal Work Study program is to provide returning or new students an opportunity for employment to save money for next year's educational expenses.

If maximum hours and/or earnings are not used, they cannot transfer to the fall semester.

## **WORK AWARD AMOUNTS AND EARNINGS**

If you receive a FWS award, you may not earn more than the dollar amount of your award. The Financial Aid Office, your supervisor, and you **must** monitor your FWS earnings to ensure that you do not earn more than your awarded amount.

It is possible for your work program and amount to change before and during the academic year. Changes could be the result of changing financial circumstances, receipt of additional financial aid, etc. It is your responsibility to notify your supervisor of any changes in your award and program amounts.

## **STUDENT APPLICATION AND JOB REFERRAL PROCESS**

### **How You Find a Position**

1. Review the job descriptions book in the Financial Aid Office for any positions that are available. The job descriptions include department name, supervisor, job title, responsibilities, number of hours, etc. A Job Referral Employment Agreement will then be filled out for you to take to the supervisor that you will be interviewing with.
2. Contact the appropriate supervisor regarding an interview for the position.
3. Interview with the supervisor. If you are hired, refer to Step 4; if you are not hired, refer to Step 1.
4. You and your supervisor sign the Employment Agreement, and you return it to the Financial Aid Office.

### **Documents Necessary for You to Be Paid**

Before you can be added to Moraine Park's payroll, the following items need to be completed and returned to the Financial Aid Office:

1. Moraine Park Technical College Direct Deposit
2. Affirmative Action Survey and Application
3. W-4 Form
4. Employment Eligibility Verification (Form I-9). Only fill out Part I. On the day you turn in your forms, bring the following identification along with you:
  - a. Driver's license or state ID card
  - b. Original Social Security card

The above forms MUST be returned to the Financial Aid Office before you begin work.

# **WORK HOURS**

## **Time Slips**

Work study hours are recorded on a weekly orchid time slip. USE 1/4-HOUR INCREMENTS ONLY. A NEW TIME SLIP NEEDS TO BE USED FOR EACH WEEK. The time slips are available from the Financial Aid Office.

It is the student's responsibility to:

1. Fill in the orchid time slip with the date, time, and hours worked for one week.
2. Sign the time slip, verifying the hours worked.
3. Turn the slip in to his/her supervisor on Friday (or the last workday) of each week.

It is the supervisor's responsibility to:

1. Verify the number of hours worked and sign the time slip.
2. Turn the time slip in to the Financial Aid Office. (TIME SLIPS WILL NOT BE ACCEPTED FROM THE STUDENT.)

The payroll is always two weeks behind. It will take about four weeks to get your first deposit.

Your pay will be directly deposited biweekly in your account at the financial institution you listed on the Direct Deposit Form at the time you were hired. You will receive a statement (at the address given on the W-4 Form you completed) informing you of the amount deposited. If you close or change your account, please notify our office.

## **Break Periods**

A work study who works four or more hours, consecutively, is allowed to take a 15-minute break per four hours worked.

## **Lunch Periods**

A work study student who works more than six hours must be scheduled for an unpaid period of one-half or one hour duration as determined by the work study supervisor.

## **Holidays**

If you will not be working your regularly scheduled hours during a break period, inform your supervisor as soon as you know. Vacation days and holidays are unpaid.

## **Sick Days**

If you are ill, you should contact your supervisor as soon as you know that you will not be able to report to work as scheduled. Sick days are unpaid.

## **DIRECT DEPOSIT EARNING STATEMENT**

Your direct deposit earning statement should be mailed to you on the Wednesday before payday. Please refer to the payroll submission calendar for actual pay dates.

## **STUDENT RESPONSIBILITIES**

You should consider your student employment a serious commitment. When hired for a position, you become a member of a work unit that depends on you. Therefore, your supervisor may reasonably expect you to do the following:

1. Report to work at the agreed-upon time and ready to work.
2. Attend to assigned duties on the job and not conduct personal business while at work.
3. Work with a cooperative and positive attitude.
4. Notify your supervisor as soon as possible if your work schedule changes. Projects and exams may occasionally interfere with your work schedule; you should notify your supervisor when such changes can be predicted.
5. If you find that your academic schedule and work schedule are too demanding, see the Financial Aid Officer for a review of your financial aid award. (It will undoubtedly be necessary to adjust your social commitments to do a satisfactory job.)
6. Keep an accurate record of hours worked.
7. If a Work Study student missed scheduled hours during the week with approval of their supervisor, these hours can be made up only within the next two weeks. This exception to scheduled hours is only allowed three (3) times in a semester. A work study student cannot work more than 37-1/2 hours in one week and cannot work more than the maximum allowable earnings under the Federal Work Study Program for each semester.
8. Submit the completed time slip to your supervisor on your last working day of the week.
9. Notify your supervisor promptly in the event of a revision in your work award.
10. Notify your supervisor of any job-related accident.
11. Report to work with professional etiquette. This includes, but is not limited to, proper dress, cleanliness, and personal hygiene. As an employee of Moraine Park Technical College, your appearance will be expected to receive the acceptance of the public, fellow workers, and other students you will be coming in contact with.
12. You must contact the Financial Aid Office if you change your address or terminate employment.

## **CONFIDENTIALITY**

The Family Educational Rights and Privacy Act of 1974 as amended (Federal Register, April 11, 1988, Vol. 53, No. 69) protects student records.

As a student employee, you will have access to student records that must be held private. It is expected that you will not discuss such information with relatives, friends, or others outside the college or in the public areas of the college. You should only discuss confidential information with other employees when it is necessary for the performance of your job.

## **GENERAL RULES OF CONDUCT**

Since the Federal Work Study program is considered to be a job situation, YOU MAY BE DISMISSED from the program for the following reasons:

1. Repeated poor attendance at your work study job assignment.
2. Poor work in assigned tasks.
3. Poor school attendance which results in dismissal from classes.
4. Misrepresentation of hours.

If you have any problems with your work study assignment, please stop by the Financial Aid Office to discuss it.

## **JOB SATISFACTION**

If you find that you are in an unhappy employment situation, we suggest that you talk openly with your supervisor. If the matter is not resolved to your satisfaction, you may request the Financial Aid Office to intercede to attempt to find a mutually satisfying resolution.

## **SAFETY ATTITUDES AND SAFETY HABITS**

A top priority at Moraine Park Technical College is that every employee has a positive attitude toward safety and demonstrates safe work habits at all times. Employees' actions, more than safety programs, are the determining factor for a safe work place. In fact, 85-95 percent of all accidents could be prevented through elimination of unsafe acts by employees. Accidents are controllable, manageable, and foreseeable.

### **Safety Tips to Help Reduce Occurrences of Unsafe Acts**

- ☞ Pay attention to your surroundings when walking or moving about and do not be in a hurry mode. Taking this action alone helps to eliminate unnecessary slips, trips or falls.
- ☞ Use a safe stool or ladder instead of a chair when reaching to get objects from a shelf. Plastic, folding, and other types of chairs are accidents waiting to happen. If a floor has ceramic tile or a very slippery surface, use a step stool or a ladder that has rubberized footing because this will prevent movement and most likely a fall.
- ☞ Knowledge of lifting principles and proper techniques is essential in the prevention of back injury. Back disk degeneration is the cause of 70 percent of back injuries. Back pain is caused by stress, inactivity and poor posture. Unsafe acts such as stretching or twisting while lifting are major causes of back injury claims.
- ☞ Think twice before moving a heavy object. Ask your self these questions: Does moving this object require another person or mechanical assistance? Could moving this desk or equipment result in a back strain or a more severe injury? Am I in good physical shape? Do I have a medical condition that could be irritated or severely worsened by moving this object?

### **The Three Key Prevention Factors for Unsafe Acts**

1. Think before you act.
2. Assess the situation before taking action.
3. Be alert and aware of your environment and/or the conditions at the time of action.

## **AFFIRMATIVE ACTION**

The Moraine Park Technical College District is committed to compliance with the Civil Rights Act of 1991; the Americans With Disabilities Act of 1990, as amended; Titles VI and VII of the 1964 Civil Rights Act, as amended; the Age Discrimination in Employment Act, as amended; the Equal Pay Act of 1963, as amended; Title IX of the 1972 Education Amendments; Section 504 of the 1973 Rehabilitation Act; the Wisconsin Fair Employment Law; Federal and Wisconsin Executive Orders; Wisconsin Administration Code; the Carl D. Perkins Vocational Education; and the Office for Civil Rights Guidelines, stating that no person shall be denied benefits, excluded from participation, or subjected to discrimination because of race, color, religion, national origin, ancestry, creed, sex, handicap/disability, arrest record, conviction record, age, veteran status, membership in National Guard, State Defense Force, or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing, and the use or nonuse of lawful products off the premises.

## **HARASSMENT POLICY**

Harassment by employees, nonemployees, or students, on the basis of race, color, sex, national origin, age, handicap/disability or other protected status is an illegal practice prohibited by the Moraine Park Technical College District Board.

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's status as a student.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic standing affecting a student.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic progress, or creating an intimidating, hostile, or offensive academic environment.

Harassment based upon race, color, sex, national origin, age, or handicap/disability includes ethnic or racial slurs or other verbal and/or physical conduct relating to a person's race, color, sex, national origin, age, or handicapping/disabling condition which interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive environment. The Moraine Park Technical College District Board will not tolerate harassment by its employees, nonemployees, or students. Any person who engages in harassment will be subject to disciplinary action and/or termination.

The District Board has established policies and procedures to protect students, staff, and others from harassment and discrimination. Any person who believes that their affirmative action rights have been violated has the right to file a grievance. The grievance should be filed within 300 days. The Moraine Park Discrimination Grievance Procedure (G-0116-03) should be used. Copies are available in all campus school offices, learning resource centers, the district office, from the student senate, and posted on bulletin boards. This action does not preclude the grievant from seeking additional recourse through an appropriate outside agency. The grievance should be forwarded to the Affirmative Action Officer, District Office, 235 North National Avenue, P. O. Box 1940, Fond du Lac, WI 54936-1940. Phone: (920) 929-2137.