

# **Kansas City Art Institute**

**Work Study Program**

**Student Employee Manual**

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## Definitions

**Federal Work-Study (FWS) program** – A program originally authorized by the Economic Opportunity Act of 1964 and originally intended to provide part-time employment for students from low-income families. The program became a student financial aid program when the Higher Education Act of 1968 transferred and incorporated the statutory for the program into the Higher Education Act of 1965, as amended. As such, it is a federal, “Title IV” aid program. The program is currently authorized under Part C, Title IV, of the Higher Education Act of 1965, as amended by the Education Amendments of 1968, 1972, 1980, 1992, and 1998.

Employment under FWS must be reasonably available, to the extent of available funds, to all eligible students in the institution in need thereof. Also, equivalent employment offered or arranged by the institution must be reasonably available to all students in the institution who desire such employment. The institution must provide assurances that employment made available from FWS funds must, to the maximum extent practicable, complement and reinforce the educational program or vocational goals of each student receiving assistance under the FWS program.

**Federal Work Study Student Employee** – A student employee that is awarded FWS as a part of his or her financial aid package and whose wages are subsidized through the FWS Program. Federal funds contribute 75% of the student’s wages and require the employer to pay only the remaining 25%. This employer incentive allows more work opportunity to work-program eligible students.

**Institutional Work Study Student Employee** – A student employee who is employed directly by Kansas City Art Institute. An application for Federal Financial Aid is not required, nor is there any specific eligibility requirements; therefore, almost any student can apply. All funding for this program comes from the Kansas City Art Institute and is based on the departmental budget. The amount that can be earned on a semester to semester basis is not limited as it is in the FWS Program, since Institutional Work Study is not subject to Title IV regulations. The amount a student can earn as an Institutional Work Study Student is limited only to the amount the College has budgeted for the position and by the maximum number of hours per week allowed for student workers by Federal and State law and school policy.

## KCAI FWS MANUAL

### **Benefit Eligibility –**

1. Do not accrue sick leave/vacation
2. Do not receive pay for holidays
3. Are only compensated for hours worked
4. Receive no paid overtime (over 40 hours department will be charged 100% of the hourly wage)
5. Are covered under Worker's Compensation for job related injuries

**Maximum number of hours** – A student in the Work Study Program may not work more than 20 hours during the school year and 30 hours during the summer per week per the federal guidelines for student employees. This student is not to exceed a total amount awarded in the student's financial aid package. Once the maximum allowed for the semester has been earned it is required the student sees the Financial Aid Coordinator to ensure future eligibility within the program.

## Work Program Procedures

1. Once you have been awarded work program, please follow these steps:
  - a. To job search, go to: <http://www.kcai.edu/financing> and select the option “Student Employment Opportunities.”  
Here are the steps to follow to find available job openings:
    - View the listing of current job openings on campus.
    - Contact the supervisor listed for the position of interest by phone or email.
    - Schedule an interview appointment with the supervisor.
    - Once selected for the work-study position, see Ivori Smith in the Financial Aid office for the necessary paperwork.
  - b. Retrieve the following documents online at:  
<http://www.kcai.edu/financing/types/Workstudy.php> click work study program. Once you have filled out, send to the financial aid office
    - i. Federal W-4
    - ii. State W-4
    - iii. Form I-9
    - iv. Time Sheet
    - v. Payroll Schedule
2. Please be sure to provide a copy of your driver’s license and social security card, or birth certificate with the paperwork, if this is your first work-program job at KCAI. We need two (2) forms of identification on file **before** you begin employment.
3. A work-program student **cannot begin working until the required paperwork is received and approved by Financial Aid.** If a student begins working before they are approved through Payroll, he/she will **not be paid** for that time.  
**Retroactive pay is not a possibility.**
4. To determine the approximate number of hours you are eligible to work for a department, divide the amount of your Work-Program award by your pay rate. Further calculations will be done by the Work-Program Coordinator to determine hours per week.

Example: **Award Amount = \$1,000; Rate of Pay = \$7.25 so** , \$1,000 divided by \$7.25 = 137 hrs. Thus, to earn the **Entire** Award amount of \$1,000, you would need to work a total of 137 hours over the year. Academic semesters are usually 16-17 weeks on average.

NOTE: *Work-program does allow students to work around their class schedule. It does not mean that a student will be allowed to complete homework while working.*

## Eligibility

To be eligible to receive a Federal Work Program award, a student must:

1. File a FAFSA by April 1<sup>st</sup> every year
2. Show financial need as determined by the government and KCAI's Office of Financial Aid.
3. Be enrolled in at least 12 hours for the semester awarded.

If you are awarded work-study, you will receive an award notification letter from the Office of Financial Aid. If FWS is not on your award letter, you can request to be re-evaluated for FWS by contacting the Office of Financial Aid. This is especially important if you have a department interested in hiring you for a position.

## Rate of Pay

The **starting** student's rate of pay is \$7.25 /hr. which is set by Kansas City Art Institute and is subject to change.

## Time Sheets

The times sheet for student workers are available through their supervisors or Financial Aid office.

## How To Fill Out A Time Sheet

Fill out the time sheet with:

- Student Name
- Department
- Month
- Year
- Date
- Time in and time out ( round to quarter hour)
- Total hours worked that pay period
- Student Signature
- Supervisor's signature

List the start and end time of shifts you work each day, as well as the total hours worked each month. Supervisor and student must sign each timesheet before it is turned in. Students do not receive paid lunch breaks, overtime hours or holiday pay. On your time sheets round to the quarter hour, for example if you worked 9:13 am.–3:22 am., you would put 9:15 – 3:15 on your time sheet. The student and supervisor should monitor hours worked to avoid exceeding the awarded amount. A Federal Work-Program student cannot collect unemployment from the Federal Work-Program hours worked.

Time sheets are to be submitted to the Financial Aid Office by twelve noon on the specific date on the payroll schedule, usually the 16<sup>th</sup> of each month.

## **Picking Up Payroll Checks**

Student workers may pick up their payroll checks in the Business Office and must present a photo ID.

Payroll checks are available on the 27<sup>th</sup> of each month for the hours worked in the previous month. If the 27<sup>th</sup> should fall on a Saturday then checks can be pick up their work study check the Friday before. If the 27<sup>th</sup> falls on a Sunday checks can be picked up the following Monday.

1. The success or failure of your participation in the Federal Work-Program Program will be determined by you.
  - a. The attitude with which you perform your job is just as important as the completion of the task itself.
  - b. The establishment of a good working relationship with your supervisor is your responsibility.
2. Your hiring department is depending on you. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
3. Personal phone calls and visiting with friends is highly discouraged and may be done only with your supervisor's specific permission.
4. Ask questions whenever you do not understand the instructions given to you; make sure you understand what is expected of you.
5. Your placement with a department can be terminated when the following occurs:
  - a. Poor performance
  - b. Failure to work scheduled hours
  - c. Lack of available funding
  - d. Not adhering to the guidelines set by the department or university
6. Contact the Financial Aid office to check on the status of your hours or visit with your supervisor who is sent a monthly update of your hours worked and available hours remaining.

## **Responsibility of the Supervisors**

Your supervisor has the responsibility to give you, the student, some training on the office policies and procedures. Some of the responsibilities of your supervisor include the following.

- Makes sure the appropriate paperwork is done and permission is granted to begin work
- Assigns and supervises student's work and monitors performance
- Monitors the student's work hours to ensure that their students do not work more than their limit of earning and/or work-program award during the academic year
- Approves time card for payment and forwards to the Office of Financial Aid
- Keeps a tally of your earnings. When the supervisor notices that you are close to meeting your award limit, he or she will contact the Work-Program Coordinator

# Confidentiality

## Your Confidentiality

The status of a student's financial aid award is to be kept strictly confidential. This means your employing department **CANNOT** reveal your "**financial aid status**". Your department also may not disclose you as a "federal work study student" to those employees outside of the federal work-study program, other KCAI students, and /or to anyone outside of this College. It is your right to disclose this information, if you want to.....otherwise DON'T!

For example:

### **Inappropriate disclosure:**

"This is John, a federal work-study student employee in our department."

### **Appropriate disclosure:**

"This is John, a student employee in our department."

## Our Confidentiality

In keeping with the policy of the College and in compliance with the Family Educational Rights to Privacy Act (FERPA) of 1974, information about the students within a department, the files of those students, and any other information about a department, other than publicly available information, is to be protected and not discussed with any person outside of the department. This includes but is not limited to fellow students that are not also employed by that department, as well as the general public. **Disclosure of or use of confidential information for any reason is grounds for immediate dismissal!**

**Confidentiality forms available in the financial aid office upon request.**

## Disciplinary Procedures

Financial Aid policy is that supervisors **WILL** follow the following guidelines when dealing with disciplinary issues:

1. Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem
2. The second time there is a problem; give the student a written warning
3. The third time there is a problem; the department is free to terminate the student's employment with that department

Grounds for disciplinary action include; but are not limited to:

- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Use of the telephone for personal calls without Supervisor approval
- Visiting with friends during working hours without Supervisor approval
- Rude behavior with students and/or customers visiting your work is unacceptable.

There are situations that require more severe action. Grounds for **immediate dismissal** include, but are not limited to:

- Lying on time sheets
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of Institutional equipment or supplies for personal gain
- Disclosure or use of confidential information for any reason
- Harassing behavior of any kind towards Supervisor, co-workers, or other Institute Staff, faculty, students, and community members

**IT IS THE RESPONSIBILITY OF BOTH THE STUDENT AND THE EMPLOYING DEPARTMENT TO VERIFY PROCEDURES AND POLICIES WITH THE FINANCIAL AID OFFICE.**

### **What Happens When You Have Earned Your Full Award Amount?**

Sometimes a student will earn the full amount of money awarded to them for the academic year. In this case, there are two options. The Department may do one of the two things:

1. The department may let the student go
2. The department may continue employing the student paying 100% of their wages of their department budget

## **Resignation**

If a student finds it necessary to leave a campus job, we encourage a two week notice be given to the immediate supervisor. Any student who does not give notice and decides to stop showing up at work can damage future opportunities of obtaining employment within a different department.