

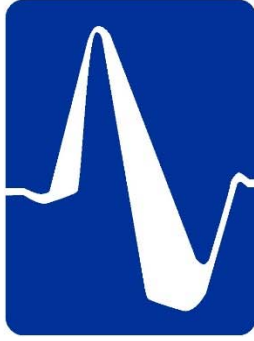


ST. LOUIS COLLEGE of HEALTH CAREERS

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FEDERAL WORK STUDY PROCESS

1. The Financial Aid department will be responsible for indicating to the Director of Enrollment Services the students that are eligible to receive and participate in the Federal Work Study Program. Each student will be set up to receive an opportunity to work for one semester at a time.
2. The Financial Aid department will fill out the Financial Aid Budget sheet to provide the student with a clear picture of their earning potential and the number of weeks they are eligible to participate. *(For students utilizing family support, employment, WIA, or VA benefits this financial aid budget sheet will provide them the information they need to speak with their assigned representative at the government office; some students may find that this opportunity could adversely affect their benefits and may decide not to participate.)*
3. The Coordinator will meet with the student and inform them as to the areas they are eligible to work. The Coordinator will assist the student in completing the application packet and collect all of the supporting documents necessary to complete their hire packet. The Coordinator will assign the student with a position as well as the job description for the assigned position.
4. The student will be responsible for returning their signed job description, complete with their supervisors' signature to the Coordinator to complete their hire packet, then that will be returned to the Director of Enrollment Services.
5. The student may begin working upon completion of their packet materials being turned in and receiving a time sheet from the Director of Enrollment Services. Each week the student or the supervisor must submit a signed time sheet to the Director of Enrollment Services indicating the precise time the student began working and completing their assigned tasks each day. The Director of Enrollment Services will maintain documentation on file for each time sheet submitted. No student will be permitted to work during their assigned classroom times.
6. Each payroll cycle, the Coordinator will comprise the accumulated hours onto a payroll grid and present this information to the Director of Enrollment Services. The Director will provide additional details on this grid and return it to the Director of Enrollment Services who will then submit it to the proper department for payroll processing.
7. A cumulative worksheet will be contained by both the Coordinator and the Director of Enrollment Services to ensure the accumulated hours and earnings are not exceeded by the student.



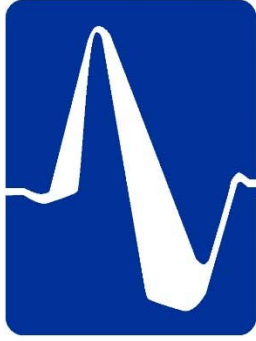
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Work Study Requirements

1. Student must meet the needs of the department in which they are applying.
2. Student must be in good academic standing (attach grade history).
3. Student must have an overall attendance average of 75% or higher (attach attendance history).
4. Student must have a clear background screening on file.
5. Student must make an appointment with the Community Outreach Coordinator to complete all necessary documentation associated with the Work Study Packet that is required.
6. Financial Aid must complete a budget worksheet and provide that along with a weekly breakdown sheet.
7. Once the Work Study packet is 100% complete, the Community Outreach Coordinator will provide the Director of Enrollment Services a final packet to be entered into the ADP payroll processing system.

Failure to meet all of the above requirements or failure to turn in all of the necessary documents may result in the Work Study Packet being delayed in processing, therefore delay any payroll compensation.



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Standards and Expectations

Work Study positions require the same responsibilities as a regular job. Work Study positions are not jobs that allow you to study at work. These positions are to provide you with financial assistance while you attend the classroom portion of your program at SLCHC. You must remain in good standing with the school in order to continue to participate in the work study program. Remember, many people are depending on you to assist in their operations. You are depending on your supervisor(s) for quality references and job experience.

Follow these guidelines to make the Work Study experience a quality employment opportunity.

1. ATTENDANCE

- a. Tardiness – You are expected to report for work when you are scheduled.
- b. Time Off or scheduled absence – You must confer with your supervisor as well as the Community Outreach Coordinator at least 24 hours in advance if time off is necessary.
- c. Emergency Absence – If you must leave work early or cannot make it in, you must notify your supervisor and the Community Outreach Coordinator as soon as possible.
- d. Sickness – You are expected to call your supervisor to keep open communication.
- e. You are paid for the time you work performing your job duties.

2. DRESS

- a. You are expected to be in your SLCHC uniform even while performing your work assignments unless otherwise approved by your supervisor.

3. LUNCHES & BREAKS

- a. Less than 4.0 Hours there are no breaks
- b. 4-5:59 there is a 15-minute break
- c. 6-7:59 there are two 15 min breaks
- d. Over 8 hours you should receive a 30-minute break as well as two 15 minute breaks.

4. PERSONAL CALLS/INTERNET/EMAIL

- a. Incoming and outgoing personal calls are prohibited. Any personal emails or internet acts during working hours are prohibited and you will not be paid for

participating in these activities. Any personal phone calls, texts or emails must be conducted during breaks.

5. ASK QUESTIONS

- a. **IF IN DOUBT, ASK!** Learning is the key to good employment practices.

Our standard process is used to handle any problems that may arise from failure to establish guidelines.

1. On the first offense, you will receive a verbal warning. Written documentation of the event will be placed in your file by your supervisor. You will be asked to sign the documentation.
2. If the same problem occurs a second time, you will be given a written warning. A copy will be placed in your file by your supervisor. You will be asked to sign the documentation.
3. Together, you and the supervisor must work to resolve the problem to the satisfaction of the supervisor.
4. If the problem is not resolved, you will be terminated from the work study program. This action will be documented. Once terminated, you will no longer be eligible for Student Employment.

An exception to this policy is breach of confidentiality, stealing and violence. A student can be dismissed immediately and not be eligible for additional work study awards at SLCHC.

Supervisors and student employees are encouraged to work out minor disagreements without resorting to the formal grievance procedures described below. However, these procedures should be followed if there is a serious problem associated with student employment.

Students with employment problems should bring them to the attention of their immediate supervisor in order to seek mutually satisfactory solutions. When problems cannot be resolved in this manner, students should discuss their problems with the Community Outreach Coordinator. If this also fails, students should bring their grievances to the Director of Enrollment Services.

Depending on the nature of the grievance, the Director may refer students to other persons for counsel.

Once a student has been selected for a job, continued employment is contingent upon satisfactory performance. If the supervisor decides performance is not satisfactory, the student has two chances to resolve conflicts with their supervisors before termination.