



Handbook for Federal Work Study Student Workers at Tennessee Tech University

Prepared by

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Tennessee Tech University is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, race, religion, national origin, disability, veteran status, or sexual orientation.

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Welcome and Introduction

Dear Student:

We are glad you have chosen to be a student worker. We hope you will find your work interesting, enjoyable and rewarding.

Student work positions provided through the Federal Work Study (FWS) program are very important to the life of the university. First, they provide a major source of financial aid to help students meet their educational expenses. Secondly, student workers provide a vital supplement to the university staff. Many departments and offices, such as the library, the fitness center, and even financial aid could not operate without student workers. Finally, the FWS program provides valuable work experience to students that aligns with the Strategic Plan of the university. Student employment gives TECH's students an opportunity to develop personal and social skills sought after by most employers.

We hope you will enjoy being a part of the team. We encourage you to work with TECH pride, with an attitude of friendliness and cooperation, in order for your objectives and the goals of the university can be accomplished. We value your service to the university.

Best wishes for a successful academic and work year.

Wings Up,

The Office of Financial Aid

Federal Work Study Program (FWS)

Federal Work Study (FWS) is an employment program intended to encourage and promote the part-time employment of students with demonstrated financial need, as well as assist the university. This program is awarded primarily to undergraduate students with financial need as determined by the results from the Free Application for Federal Student Aid (FAFSA). Due to funding restrictions, there is no guarantee FWS will be awarded to all eligible students.

FWS money is not credited to a student's account and cannot be used to confirm registration. Students are expected to budget carefully and use their FWS income wisely to support their educational expenses. Income earned through FWS does not have to be repaid. A student's FWS hourly salary will not be lower, but may exceed, the federal minimum wage. Students are paid once a month for hours worked. Generally, students may work 5-10 hours per week while school is in session.

Available jobs are posted within the Student Job Portal located within Tech Express. After the student has read the job listings that are posted, they must apply/contact the office or department in which they wish to work. Applicants must also complete I-9 and W-4 forms and submit all necessary paperwork to Human Resources, Derryberry Hall Room 146. Once the office or department has selected the student, the supervisor will complete and submit the appropriate hire paperwork to the Office of Financial Aid. Once the Office of Financial Aid has received and processed the paperwork, an email will be sent to the student and department notifying them of the student's eligibility to begin working. **Please note, all I-9 and W-4 paperwork must be completed prior to beginning your student employment.**

If you have an FWS assignment and do not have a current I-9 card, please go to <https://applicationstation.truescreen.com/>. Please create an account and verify the account with the verification code sent to the email you provided. Log-in with your User Name and Password. Enter the application station code of **TNTECHI9** (all caps). Then complete section 1 of the I-9 form.

When you arrive on campus, you will need to visit the Office of Human Resources, located in Derryberry Hall RM 146 and bring the required identification to complete the I-9 process. Most common examples of identification include: a valid Passport or a combination of your Social Security card (or birth certificate) and a photo ID (driver's license). Other documents are acceptable and can be referenced on the Truescreen site listed above.

Please note: Original documents are required, Office of Human Resources will not accept copies, faxes, or scans.

Pay Day

It is very important that students do not begin working until all appropriate paperwork has been submitted and processed by the Office of Financial Aid and Human Resources. The student and the hiring supervisor will be notified by email of when the student is approved to begin working.

Hours worked each day must be recorded at the beginning and ending of each shift daily on an individual time sheet located in the Student Job Portal. Failure to do so may result in the loss of your FWS award. The supervisor will report the hours worked to Human Resources through Student Job Portal at the end of every month.

- A. Students are paid once a month on the 10th day of every month. If pay dates fall on a holiday or weekend, paychecks will be deposited on the work day prior to the weekend or holiday.
 - 1. Students are encouraged to set up a direct deposit here:
<https://www.tntech.edu/private/hr/hrforms/payrollforms.php>
 - 2. If you have never received FWS pay and have not been previously enrolled in direct deposit, your first check will need to be picked up in Bursars Office, Derryberry Hall, Cashier Windows 1-4. Please make reasonable efforts to pick up your paycheck as soon as possible between your scheduled class times. After your first paycheck, you will then begin receiving all additional paychecks within the designated direct deposit.
- B. Students will not earn time for holidays, vacations, sickness, etc.
- C. Awards are established for 5-10 hours a week. If a student and the supervising department chooses to do so, a student may be allowed to work additional hours as long as they are eligible to do so. This would result in the student reaching their maximum award more quickly and finishing their hours earlier in the term. Under no circumstances should a student exceed 29 hours a week. If a student is working six hours or longer, they are required to take at least a 30-minute break during their shift. **If a student earns their maximum award for the fall term, they may not start earning their spring term award early. Students may also never volunteer in positions they were previously paid.**
- D. A student must never work when there is not a designated supervisor present. Students must consider the combination how of work and study hours will affect their health and academic progress when making their schedule for each term.
- E. You may not begin work until the Offices of Financial Aid and Human Resources have received and processed all appropriate paperwork.
 - 1. The Office of Financial Aid will email the department and the student if additional paperwork is needed.
 - 2. The Office of Financial Aid will email the department representative and the student with approval (or not) to begin work.
- F. Students can only be employed in one FWS position at a time; however, the student may hold another non-FWS job. Students are never to work when regular university employees are not at work.

Direct Deposit

Student workers are eligible for their pay to be direct deposited to their account at a bank of their choice. Please visit <https://www.tntech.edu/private/hr/hrforms/payrollforms.php> to set up your direct deposit information prior to beginning your first day of employment. If you have never received FWS pay and have not been previously enrolled in direct deposit, your first check will need to be picked up in the Bursar Office. Please make reasonable efforts to pick up your paycheck as soon as possible between your scheduled class times. After your first paycheck, you will then begin receiving all additional paychecks within the designated direct deposit.

NOTE: It is a student worker's responsibility to keep the Office of Human Resources informed if the bank information or account information changes. The direct deposited funds will continue to go to the bank and the account the student designates until the student makes the necessary change. The bank used in the spring term will be the same as used for the fall term unless the information is changed.

Policy on Nepotism

The Office of Financial Aid will follow the policy of nepotism set forth by Human Resources. The nepotism policy is designed to prevent occurrences whereby relatives who are employees of the university are in direct supervisory line with respect to each other. In order to guard against these practices the university prohibits university full-time/ part-time students or temporary employees who are relatives from being placed within the same lines of supervision where one relative is responsible for supervising the job performance or work activity of another relative. For the purpose of this policy, a "relative" means a parent, parent-in-law, child, spouse, brother, sister, grandparent, grandchild, spouse, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family members who reside in the same household. To see the complete policy of nepotism, visit Policy Central (<https://tntech.policytech.com/>) and Policy No. 685.

FWS and COVID 19

The FWS program will adhere to policies set forth under [Return to Tech](#). It is up to each individual to adhere to the necessary COVID 19 policies set forth by their individual department. The Office of Financial Aid is not responsible for COVID guidance as it applies to students or campus.

What TECH expects of You as a FWS Student Worker

Along with the advantages and opportunities offered to students by FWS employment with the university, there are certain responsibilities and obligations students will be expected to meet.

A TECH student's primary responsibility is to attend all class and laboratory meetings for those courses in which he/she is enrolled. **FWS student workers must never work during a scheduled class time, even if that class is cancelled or given early dismissal.** In the cases of hybrid classes, alternate class times due to COVID, the supervisor must abide by the class schedule set in Banner regardless if the class regularly meets.

The secondary responsibility is to do good work on the assignments given by the supervisor. The supervisor is responsible for what is done, so respect his/her experience, listen to his/her instructions and carry them out promptly and to the best of your ability.

In addition to following the instructions, doing a good job requires students to think for themselves, to ask questions and make constructive suggestions. Students will find that the supervisor is interested in their ideas and will appreciate their efforts to do an outstanding job.

Doing a good job also implies certain other obligations on the student's part, such as maintaining good health and mental alertness, personal hygiene, using good judgment and presenting a reasonable appearance as to dress and grooming. The student should be prompt and regular in attendance and cooperate with faculty, staff, administration, and fellow workers. The student will want to keep well informed about the university and especially the department in which he/she are working. The student will often represent the university to fellow students, faculty, staff, administration and the general public. Student workers contribute to the opinion of the institution.

Students may also expect the university to treat them as a mature young man or woman. It is expected that the faculty, staff, administration, fellow students and all supervisors treat all student workers with reasonable respect and concern.

Timeliness & Attendance

Every task assigned to a student is important to the successful operation of the university. Therefore, students are expected to start work at the time assigned by the supervisor. Remember, only scheduled classes and labs should take priority over work. Therefore, students are expected to start work assignments as scheduled. If for any reason students are unable to be at work at their assigned time, students must notify their supervisor prior to missing work.

Attendance is very important; if students are unable to report for work they must notify their supervisor. Remember, the only valid reasons for missing work are: illness, emergencies, and attendance of scheduled classes and labs. Social activities, trips, and review/study for exams do not take priority over work assignments, unless previously cleared with the supervisor.

The supervisor will be required to approve the time worked during each work period within Student Job Portal. Should it become necessary for the student to leave the department during scheduled working hours, advance permission from the supervisor is required.

Visitors & Cell Phone Use During Working Hours

Students must inform their friends and relatives that social visitors during the scheduled work hours are unacceptable. Cell phone use should be limited to only truly necessary or emergency use at the discretion of the supervisor. In certain departments (i.e. medical facilities), cell phones should not be used.

Use of Telephone

Good telephone manners can give people the feeling that you are interested in serving them, that you are friendly, helpful, and considerate. Perhaps these principles can serve as your guide in using the telephone:

1. Answer promptly and courteously.
2. Identify yourself by name and department.
3. Give an accurate and careful answer.
4. When appropriate, offer to take a message or have the supervisor return the call.

Traffic on our telephones is especially heavy and lines must be kept open for university business. Therefore, student workers are not to use the telephone for personal business, except in case of an emergency.

Use of Vehicles by Student Workers

Students employed through the Federal Work Study Program (FWS) may use motor pool vehicles while working at TECH. For these students, the employing department may complete an authorization form for the student with destination, purpose, and date range, which will be kept on file and approved by the director servicing the motor pool.

Each student driver is required to sign a form stating that he/she has read the Motor Pool User Agreement and provide a valid driver's license.

Fuel is purchased on a university fuel card provided with the vehicle. All fuel receipts are to be turned in when the vehicle is returned; however, each vehicle has a calculated charge based on mileage (i.e. \$0.70/mile).

Please note: that student workers cannot be paid while driving to and from destinations while using campus vehicles during work assignments on the job at TECH.

Travel

Students employed through Federal Work Study (FWS) may not count travel time as working time. For example: A student assigned as a physical therapist for athletics may not count the time to and from the game as time worked.

Personal Conduct

The “personality” of the university is reflected in the personality of its employees and students. As a student worker you are a part of the university’s image. You should always treat fellow students, faculty, staff and visitors in a friendly and respectful manner.

Personal Appearance & Cleanliness

Students are expected to present a neat and clean appearance at all times while on duty. Each supervisor has the authority to require his/her workers to present a reasonable personal appearance as to dress, hair, beards, and personal cleanliness. These rules may vary somewhat from one department to another; for example, a departmental office verses the fitness center. Once a supervisor or department establishes reasonable rules, they must be applied to all employees in an equitable manner.

Office Procedures

Many student workers are employed in the various offices of the university. If an office employs, you it is especially important for you to learn the general office procedures and to become an expert in your specific assignment.

Work Ethic & Confidential Information

Students may learn a great deal about other students, parents of students, and university personnel from their work. Such information must be held in strict confidence and not discussed with others unless it is necessary in the official performance of duties. This is especially true for those students working in the placement of bursar, student affairs, counseling center, admissions, housing, and financial aid offices.

The Office of Financial Aid will follow the Confidentiality of Student Records and FERPA Compliance Policy 1206. Student workers may be required to sign a Statement of Confidentiality. The requirement of a signed confidentiality agreement is up to the discretion of each individual department. All compliance forms and records are to be maintained by each department as well.

Evaluations and Feedback

Evaluation and feedback are provided on an ongoing basis by a supervisor. Students may be counseled about areas where work is above average and where work improvement is needed. Open lines of communication between the supervisor and the student are an important part in the success of the FWS program.

Performance factors that may be addressed either by evaluation or feedback are as follows: Quality of Work (accuracy, timeliness, neatness and thoroughness), Quantity of Work (productive output), Dependability (follows instructions, shows good judgment, punctuality and attendance), Compatibility (attitude toward the university and supervision, cooperation with fellow employees and faculty).

New Placement and Resignation

In order to be considered for a new placement, a student must formally resign in writing from his/her current FWS position by notifying Office of Financial Aid and his/her supervisor. Students should offer to give reasonable notice (usually two weeks) to their present supervisor. This courtesy of advance notice will allow the supervisor time to adjust working schedules and attempt to secure a replacement.

The student will need to seek additional placement opportunities within Student Job Portal. Please note, job postings are based on an entire award year. **Should you choose to resign, that does not guarantee additional availability for transfer to another department.**

Discharges/Terminations

If a student fails to meet the requirements of their position as an FWS student worker, the student's supervisor has the right to terminate the student's employment. At no point may a supervisor or department deny a FWS student the right to earn their FWS award due to Performance Factors. If the student wishes to appeal the supervisor's request for termination, he/she must submit a letter of appeal documenting the extenuating circumstances surrounding he/she termination to studentjobs@tntech.edu.

Upon review, the Office of Financial Aid reserves the right to uphold the termination resulting in the immediate removal of future FWS earnings. If appeal is approved, we will allow the student to continue to receive the FWS award and seek new placement through Student Job Portal.

In Conclusion

We want you to have a successful experience as a FWS student worker. If you have any questions about your student employment, please contact the Office of Financial Aid at 931-372-3073, email us at financialaid@tntech.edu or visit us at Jere Whitson Building, 3rd Floor, Room 301.