

FEDERAL WORK-STUDY STUDENT ASSISTANT EXPECTATIONS

As a Community Service Off-Campus Federal Work-Study Program (FWSP) employee, you are a representative of both your selected agency and the University. The following listing of expectations has been established to enable a satisfying work experience.

Academics

Be in good academic standing. Maintain a minimum of 2.25 overall QPA and a minimum of 2.25 previous semester GPA.

Act 151 & Act 34 Clearances

Act 34 Clearance (Criminal History) and Act 151 Clearance (Child Abuse) may be required by some agencies prior to or for continued employment.

Orientation

Work site orientation should be conducted within the first week of employment. Upon completion, the *Work Site Orientation Checklist* must be submitted to the Career Services Center by the site supervisor or newly hired student assistant.

Position Description

Agencies and students must follow the description submitted to and approved by the University for the current academic year. Should the position description need to be changed, a new description must be submitted to the Career Services Center for approval.

Correspondence

All correspondence and paperwork will be communicated by e-mail, telephone, fax, or provided at www.clarion.edu/30083. All e-mail will be sent to student's university e-mail account. Agencies and students may correspond directly to the office secretary, director, or the office e-mail address at careers@clarion.edu. All paperwork is online at www.clarion.edu/30083.

Work Schedule

Returning students may begin employment at the beginning of each academic year only after consulting with the CSC secretary to:

- provide fall address and telephone number
- verify financial aid qualifications for the program
- complete PHEAA application
- provide copy of unofficial transcript to verify academic qualifications

After providing the above mentioned information, site supervisors and students should develop a regular work schedule. Students may work no more than 16-20 hours in each two-week pay period. Eligible students must begin work by the first week of classes or their employment with this program will be terminated.

Award

Most students may work 8-10 hours per week for the 15 weeks of each semester when classes are in session, unless specified otherwise. Finals Week is excluded.

Time Sheets/Pay Period

Pay periods are administered on a two-week cycle that begins on Saturday and ends on Friday.

Pay period, Time Sheets and Pay Date Schedules are available on our web site at www.clarion.edu/30083.

Both the student assistant and the site supervisor must sign the time sheet. The **site supervisor must submit the time sheet** to the CSC **by noon on Friday**, the last day of the two-week pay period unless otherwise noted. Time sheets may be faxed to 814-393-2054. If faxed, **call the office to confirm that the time sheet transmitted successfully**.

Time sheets submitted **after** noon on Friday will be considered delinquent. Failure to return time sheets by the designated deadline will result in suspension of the student's employment. Students will not be permitted to work or report any hours during the period of suspension. The position may be reinstated once the delinquent time sheet is submitted. Excessive tardiness may be grounds for termination of the agency's participation in the FWSP.

Pay Checks/Direct Deposit

Pay checks can be obtained at the Student Information Desk on the second floor of Gemmell Student Center. Students may apply for direct deposit at Student Payroll, B-25, Carrier. You will need to show your student ID.

Time Off

Release time from scheduled work hours must be requested through your supervisor in advance. However, it may not be granted depending on the needs of the site. If you are unable to report to work at a scheduled time for any reason, you are expected to notify your work site prior to your work shift. Failure to report to work will be considered an unexcused absence. Making up missed hours may be made at the discretion of the site supervisor. Unexcused absences or excessive tardiness may be grounds for termination of employment.

Holidays/School Breaks/Recess

Employees are not permitted to work or accumulate work hours when University classes are not in session.

Finals Week

Students may (but are not required to) work at a work sites during finals week if their schedule permits and only if they have not exceeded the amount of financial assistance they are awarded for the academic year.

Performance Appraisal System

Evaluations will be conducted by the site supervisor and the student assistant each semester. It is expected that supervisors and student assistants will share the results of evaluations with each other in the spirit of mutual growth. The evaluations must be returned to the office by the designated date each Spring semester.

Work-Related Injury

In the event of a work-related injury, it is the student assistant's responsibility to report the injury to the site supervisor immediately. Student assistants and supervisors must follow the procedure outlined in the *Work-study Handbook*. Paperwork must be submitted to the Department of Human Resources by FAX to 814-393-2444 or contact the office by telephone at 814-393-2235. Upon employment, students will be required to verify that they have received information on Pennsylvania Worker's Compensation Law.

Conduct and Dismissal Procedure

Student assistants and supervisors should review this policy thoroughly. All infractions should be documented. Major infractions will result in immediate dismissal from placement.

Behavior

Be aware that others may shape their opinions of your site by what they observe when they visit the office. Your general behavior should be appropriate to a professional setting. You should not make personal phone calls nor have visitors while on duty. Act in a professional manner when dealing with clients, customers, fellow employees, and other offices. Although some people may not be polite, it is expected that you will be as pleasant as possible.

Completed Work - Understand the purpose of your position is to accomplish the work of the site. Complete all tasks as assigned by the supervisors. Be willing to be flexible in doing assignments.

Confidentiality

Respect the confidentiality of information obtained while on the job.

Dress

Contact your site supervisor regarding clothing appropriate to your position.

Personal Assignments – Class work should **not** be done during work time. Additionally, office equipment (computers, copiers, etc) must **not** be used for personal business unless permission is granted by the supervisor.

Work-Study Handbooks

Copies of this handbook will be available at www.clarion.edu/30083. Sites are required to make a copy available to any staff member or volunteer who works with the student assistant or may have questions concerning the Work-Study program.

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