

NORTH CENTRAL MISSOURI COLLEGE



HANDBOOK FOR FEDERAL WORK STUDY EMPLOYMENT

Updated December 2016

ABOUT NCMC

North Central Missouri College is truly a remarkable college known for its academic excellence and strong sense of community. We believe our educational institution signifies choice and value. It is people gathering to investigate, discover, seek opportunities, and embark upon countless challenges for betterment.

Our investment in teaching creates an educational experience that is intellectually challenging and has a practical value far beyond the classroom. Our students are instructed by a talented faculty who invest their time and energy to ensure individual success. Small class sizes and a variety of class schedules afford advantages that give students the ability to create their own learning experiences.

At North Central Missouri College, partnership programs with business and industry provide expanded learning opportunities that lead to career entry and advancement. Multiple outreach programs bring the learning laboratory to you, the student. Training programs which reach into the workplace assist students in transition from the classroom to a career. With classes offered at Maryville, Chillicothe, Bethany, and Trenton, we have begun to regionalize our efforts to serve the diverse population of learners found in Greater Northwest Missouri. We are proud of contributions made to our heritage that include students from the surrounding four state region and internationally as well.

Whether you are a senior in high school seeking dual credit, a recent high school graduate, or a returning college student seeking advancement, you will find that North Central Missouri College offers a world of potential! Please utilize our catalog as a guide to the services, academic programs, courses, activities, and resources available to you at North Central Missouri College.

I hope you will take the time to visit our campus. We began a beautification effort several years ago and have enhanced the scenery of our campus with lush shrubs, lawns, and reflective areas on campus. Our Ketcham Center is the home of our competitive sports programs, but also provides you a membership ensuring an active lifestyle while on campus. We began classes in Cross Hall in January, 2010 and offer advanced Allied Health technology throughout this beautiful new building. Plans have been finalized and we will break ground for our new agricultural campus on 130 acres this spring. Historic Geyer Hall still anchors our campus and will receive significant renovations over the next three years. Come join the excitement! Let us help you achieve your goals and build a brighter future.

Mission Statement

The mission of North Central Missouri College is to assist individuals in our educational/business community to attain their goals through open admission, reasonable costs, progressive curriculum and services-- delivered by a caring, competent staff in a safe, technology-rich learning environment.

Vision Statement

North Central Missouri College optimizes learning.

Goals

To optimize learning for:

- Students wanting to earn certificates and Associate of General Studies degrees, Associate of Arts degrees to transfer to baccalaureate institutions and Associate of Applied Sciences degrees to enter the workforce and for those wishing to complete courses in order to upgrade their skills or positions in the world of work by providing quality college-level academic, general education, and career instruction, developmental and continuing education, and student activities and support services.
- Citizens of the greater community of northern Missouri who wish recreational, cultural, diversity, or intellectual enrichment by providing services, facilities, and expertise.
- Members of business, industry, and government who wish to strengthen their respective organizations or themselves and who wish to develop the area economy by providing professional and technical training, facilities, and other services.
- Administration, faculty, staff, and trustees who, by virtue of their roles, bear primary responsibility for the integrity and vitality of the college community, by providing continuing professional development.

To optimize learning through a policy of continuous improvement that includes:

- Developing the financial, technological, and physical structures to expand educational access and to enhance the learning and teaching processes.
- Assessing, reviewing, and interpreting data collected on student academic achievement and institutional outcomes to continually improve learning.
- Providing opportunities for members of the learning community to think more critically, communicate more effectively, and participate more completely in a diverse and global world.
- Responding to the changing needs of northern Missouri communities while remaining accountable to their constituencies.
- Recruiting and retaining top quality faculty and staff who are capable, enthusiastic, approachable and committed to learning for students and themselves.

STATEMENT OF NONDISCRIMINATION

The College does not discriminate on the basis of race, color, religion, national origin, gender, age or handicap in the administration of its educational policies, admissions policies, scholarship, grant or loan programs and College activities.

DISABILITIES

NCMC bears the responsibility to verify and accommodate the needs of any Federal Work Study employees with disabilities. If necessary, students should speak with their supervisor and/or the disabilities coordinator about necessary accommodations. For assistance in determining and implementing modifications, contact the Advising Coordinator at 660-359-3948, ext. 1405.

STATEMENT OF ETHICS

As representatives of North Central Missouri College, we share the responsibility to conduct ourselves with integrity, to act in a fair, consistent, and equitable manner. We value the potential of individuals, care about their success and recognize the need for openness and reliability in what we say and do. We are committed to addressing issues in a forthright and professional manner and to separating people from issues as we engage people in problem solving without prejudice.

As representatives of North Central Missouri College, we are committed to personal and academic excellence in all that we do and to adhere to the principles of ethical behavior established in this statement. The conduct of each member of North Central Missouri College is expected to be consistent and comply with the principles contained in this statement and with the Board of Trustees Manual. We expect each employee to model the responsibility and integrity within the college community and will never tolerate demeaning or endangering behaviors. All members of North Central Missouri College are expected to engage in the following:

- Practice personal and academic integrity;
- Respect the dignity of all persons;
- Respect the right and property of others;
- Discourage bigotry, learn from diverse differences in people, ideas, and opinions;
- Demonstrate concern for others, their feelings and their need for conditions which support their work and development;
- Refrain from and discourage behaviors which threaten freedom and respect all NCMC community members deserve;
- Accommodate students regardless of socioeconomic circumstances

INTRODUCTION

The purpose of this handbook is to establish a common university community understanding regarding the nature and condition of student employment. The following guidelines are subject to all North Central Missouri College policies. Federal and state statutes, laws and regulations take precedence over NCMC's guidelines.

DEFINITIONS

Federal Work Study (FWS) Student:

A student who has completed a Free Application for Federal Student Aid (FAFSA) and is eligible to participate in the Federal Work Study (FWS) program, per Federal Student Aid (FSA) guidelines.

PURPOSE

Federal Work Study (FWS) Student

1. Provide work experience that will assist in career preparation.
2. Assist with necessary or required functions for the successful operation of North Central Missouri College
3. Serve as a means of financial assistance to the student.

FEDERAL WORK STUDY

The Federal Work Study Program (FWS) at NCMC is funded by the federal government. It is awarded to students who demonstrate financial need as determined by the FAFSA. Part-time students enrolled at least half-time, and have filed a FAFSA, may check their eligibility with the Financial Aid office.

FWS recipients must maintain Satisfactory Academic Progress (SAP) toward a NCMC degree, as defined by the Financial Aid office. Standards and measurement for SAP are listed in the Academic Catalog.

Most jobs are available on-campus in various administrative, academic, and operational departments. However, opportunities also exist to work off-campus including: tutoring, literacy programs, and after-school mentoring programs. Any off-campus employment must be approved by the Financial Aid office of North Central Missouri College. No work study job is guaranteed. All work assignments are temporary.

Finding a job

Departments will notify the Financial Aid office concerning jobs available. These jobs will then be posted under the financial aid section of the NCMC website at http://www.ncmissouri.edu/financial_aid/Pages/work-study-positions.aspx. Each department will have the option to interview its potential employees. No work study job is guaranteed. All work assignments are temporary.

To apply for a FWS position, you must submit your application and resume to the Financial Aid office in the Alexander Student Center.

Check List for FWS Employment

All forms must be submitted before student may work.

1. Application
2. Contract and Approval Form
3. I-9 Work Authorizations Form
4. W-4 Form
5. Payroll Authorization Form

ELIGIBILITY REQUIREMENTS

You must have financial need to be offered a Work-Study award. You must have met all of the requirements for receiving financial aid that is expected of all financial aid recipients. Generally, your file must be complete and you must be in good standing with the College.

However, just having financial need is not always enough. For example, you may have all your “financial need” being met by scholarships.

If your financial need is being met by a combination of scholarships and/or grants and subsidized loans, and no Work-Study is listed, you might be able to convert your subsidized loans to Work-Study.

All Federal Work-Study students, whether half, three-quarter, or full-time, ***must maintain Satisfactory Academic Progress (SAP)*** toward a NCMC degree.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require NCMC to establish and apply reasonable standards of satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act.

Students are evaluated at the end of each semester for Financial Aid SAP. To maintain “good standing” and eligibility under Financial Aid SAP, students must meet these standards that are listed at http://www.ncmissouri.edu/financial_aid/Forms/satisfactory_acad_prog.pdf.

Students who do not meet financial aid SAP will be suspended from Title IV financial aid until they re-gain eligibility. Students wanting to appeal their status can do so by submitting a letter of appeal to the Director of Financial Aid by the date indicated in their notification letter.

HOURS AND EARNINGS

All FWS students will earn an hourly wage equal to the federal minimum wage. Students may only hold one FWS position at a time. No student may work more than 19.5 hours per week total. It is up to you and the department you are working for to ensure you do not exceed the 19.5 hour limit.

Maximum Work Hours

Student work hours *must not interfere* with educational goals. Students are ***not permitted to work during their scheduled classes or during mid-term or final examinations.*** It is recommended that students not work more than 10 hours per week when classes are in session.

The number of hours you work each week is based on how many hours you feel you can fit into your schedule, how much you are eligible for, and what your employers needs are.

Timesheets

FWS time is kept using YELLOW timesheets. There are two payroll periods for FWS students:

- **Period 1 (1st-15th)**
 - Time sheets are due in the business office by the 19th
 - Students may have their funds directly deposited to their bank account or may opt to receive a paper check mailed on the last business day of the month
- **Period 2 (16th – 31st)**
 - Time sheets are due in the business office by the 4th
 - Students may have their funds directly deposited to their bank account or may opt to receive a paper check mailed on the 16th of the month, unless this date falls on a weekend then it will be on the last business day before the weekend

The timesheet must have both the student's and supervisor's signature. The student's social security number, department and supervisor must be correctly written on the sheet. Fraudulently reporting hours is grounds for immediate termination of employment and disciplinary action.

WORK SCHEDULES AND CONDITIONS

Supervisors-FWS Employee

Individual work schedules will be determined by the supervisor and student. Supervisors are responsible for monitoring their students' time and sending approved timesheets to the Accounts Payable Office in the Business office. Students are employed on a semester basis. All work is temporary. No job is guaranteed.

Holidays

Federal Work-Study employees are not eligible for "holiday pay." NCMC offices may be required to maintain services on various holidays and students may be scheduled to work in their assigned areas. Wages for working on holidays will be paid at straight-time rates. Legal holidays are indicated on the official college calendar.

Sick Leave

Sick leave benefits are not extended to Federal Work Study Workers. However, a student's work status should not be negatively impacted due to reasonable absences associated with illness. The work study worker must notify his/her supervisor as early as possible regarding absences.

Vacation

Vacation benefits are not extended to Work Study workers. Students may arrange for time off without pay.

Worker's Compensation

Accidents and Injuries: Any accident or injury on campus or at College sponsored activities, to a student, employee, or visitor must be reported immediately to the College faculty or staff member in charge of the facility or activity. As soon as practicable after an accident or injury, employees, students, or visitors must file a General Purpose Incident Report with the Business Office.

Workers' Compensation: All College employees are eligible for Workers' Compensation as provided under RSMo. 287.010. This benefit applies to work related bodily injury through accident or disease.

Clothing and Attire

North Central Missouri College expects students to dress appropriately for their respective job position and duties. Dress should reflect positively upon the College.

Students should discuss expectations for attire and safety equipment (if needed) with their supervisors.

Grievance Policy

This grievance procedure will apply to administrative/management professional and classified staff. Faculty should see the Faculty Policy Manual for faculty grievance procedures. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to individual grievances, which may arise regarding terms and conditions of employment. If an employee seeks formal resolution of a grievance matter in any forum or by any set of procedures other than those established in the Article, whether administrative or judicial, the employer will have no obligation to proceed further with the matter.

A grievance means a complaint by an employee that he/she/ has been adversely affected by a violation of North Central Missouri College's policies and practices regarding terms and conditions of employment. The term "grievance" and the procedure relevant will not be deemed applicable in the following instances: Disputes as to whether or not an established College policy or practice is good or otherwise. Such disputes will be pursued through other administrative channels. Matters where the College is without authority to act or does not have the ability to provide a remedy. Probationary employees relieved prior to the expiration of their probationary period; temporary employees released prior to or at the end of their temporary employment period; or employees laid off because of reduction in work force due to lack of funds, work or other legitimate reasons. Employee complaints charging discrimination based on race, color religion, national origin, ancestry, sex, handicap or familial status, shall be administered by the Personnel Office in accordance with procedures for discrimination charges.

No matter will be submitted under the grievance procedure unless the employee has first discussed it with the employee's immediate supervisor in an attempt to resolve the matter informally or the Personnel Office if the grievance relates to the immediate supervisor. Should the matter not be resolved informally, the supervisor should refer the employee to the Personnel Office for explanation of the grievance procedure. Employees are free to write their own grievances without consulting with the Personnel Office, but supervisors should contact the Personnel Office as soon as practical after a grievance has been received. The steps in the formal grievance procedure are that an employee has the right to assistance by a representative of the employee's choosing at any step of the formal grievance and complaint procedure.

The employee will pay cost of representation. The grievance will be submitted within 20 working days following the act or condition complained, or within 20 working days after the employee became aware of the act or condition. A copy of the grievance is to be submitted to the Personnel Office by the Dean/supervisor of the area in which the grievance is filed. The grievance will first be presented to the office of the appropriate Dean/supervisor. The Dean/supervisor will conduct a closed conference with the grievant and his/her representative within six working days following receipt of the grievance. At the conference the grievant will present to the Dean/supervisor all information which he/she deems pertinent to the grievance as well as other information within the grievant's knowledge and/or control that the Dean/supervisor requests. The Dean/supervisor will issue a written decision within six days following the conclusion of the conference, which will include findings, and conclusions. The grievance must contain a statement of the grievance, the facts upon which it is based, the North Central Missouri College policy allegedly violated, and the remedy being sought by the aggrieved employee. If the grievance relates to the Dean/supervisor, the first step will be presented to the next higher level supervisor.

If the grievance is not resolved the grievant may file a written request for review with the President of the College on a form prescribed in the Appendix. The request will be filed with the office of the President within five working days of the receipt of the above decision. The

President or her/his designee will investigate the grievance in such a manner as the President deems appropriate, and will hold a closed meeting with the grievant and his/her representative in order to discuss the merits of the grievance and/or proposals for settlement. If no settlement is reached the President will proceed to issue a decision that will include findings and conclusions and which unless otherwise agreed, will be issued no later than 10 working days after the receipt of the request for review. The decision of the President will be final in all grievances involving support staff or non-exempt employees. If the grievance has not been resolved at Step 2, the grievant may seek a review of the President's decision by the Board. Such requests will be filed with the office of the President for transmittal to the Board on the forms prescribed in the Appendix, within five working days following receipt of the Step 2 decision. The Board will meet with the individual and discuss the grievance within ten working days following the receipt of the grievance by the Board. At this meeting, the Board will decide either to uphold the decision of the President or to make a final decision no later than 28 days following receipt of the request for review.

The decision of the Board will be the final agency decision in all grievances. If the employee is not satisfied with the outcome of the Board's decision, the grievance may be brought before the applicable statutorily authorized review body: the Board of Personnel Appeals, the Merit System Council, the Human Rights Commission, or any appropriate federal enforcement agency, while those grievances not allowed redress with the aforementioned may be pursued at district court level.

The time limits provided in this section will be strictly observed unless extended by written agreement of the parties. When any action which is required to be taken within a specified time period is not taken in time, the following will apply: If the grievant fails to act within the time limits provided herein, the Administration will have no obligation to process the grievance and it will be deemed withdrawn. If the Administration fails to act in time, the grievant may proceed to the next review level and any subsequently issued decision on the matter at the bypassed level will be void. Any claim or grievance arising may be processed through this grievance procedure until resolution. No Reprisals – No reprisals of any kind will be taken by the Board or Administration against any person because of participation in this grievance procedure.

Evaluations

The Financial Aid Office recommends that student employee evaluations be completed during the school year, although they are not required. The student employee evaluations should be completed by the work study supervisor for each student that is employed in their position. The Financial Aid Office recommends that the evaluations be based on the student's job performance. You may talk with your supervisor about providing an evaluation for you.

GENERAL RESPONSIBILITIES

FEDERAL WORK STUDY EMPLOYEES:

1. Enrollment Eligibility. It is understood that students who fail to meet requirements will be terminated immediately.
2. Students must keep accurate time records.
3. Students must submit time cards to their department supervisor by the required pay period deadlines.
4. Students are expected to work the mutually agreed work schedule assigned.
5. Students are expected to complete tasks and duties assigned in a positive manner.
6. Students may only hold one FWS position at a time.
7. Falsification or misrepresentation of hours worked on a time sheet will result in disciplinary action and/or possible termination.
8. Students must complete employment payroll paperwork, provide adequate proof of eligibility to work in the United States.
9. Students are expected to ask questions if any aspect of the job is uncertain.
10. Report to work on time and work your scheduled hours.
11. Always contact your supervisor as early as possible in the event of illness or other absence or tardiness.
12. Dress according to the recommendations of your supervisor. Individual departments may specify dress guidelines in order to meet health regulations or to conduct the activities of the area.
13. Handling confidential information about North Central Missouri College's faculty, staff, or students is a serious responsibility. Student employees should not release this confidential information.
14. Employees should periodically request job evaluations. Don't forget to ask for a copy of any written review!
15. Provide sufficient notice to their supervisor (preferably two weeks) if it becomes necessary to quit the position/job. You must also submit a registration form to the Financial Aid office.
16. All student employees at NCMC under the Federal Work Study program are expected to comply with the standards of conduct set forth in the Student Handbook.

FREQUENTLY ASKED QUESTIONS

What does my Work-Study dollar amount mean?

If your financial aid includes \$3,500 in Work-Study, that is the total amount you can earn in a Work-Study position. Your financial aid offer splits it into \$1,750 fall and \$1,750 spring but as far as Work-Study is concerned, you can earn any or all of that amount at any point during the program year while enrolled.

Am I assigned a job by the Work-Study office?

No! Students with Work-Study apply to Work-Study jobs just as they would any job. They need to indicate on their FAFSA that they are interested in a work study job and if they qualify, submit a resume to the Financial Aid Office. The employer chooses to interview students based on their application and resume and may interview you for the position.

When can I begin applying to jobs?

After you have filled out your FAFSA and you know you are eligible for Work-Study. Whenever you begin, speed is crucial in the job hunt. Imagine an employer posts the job and the same day receives a resume. Very impressive! Though you need to turn your resume into the Financial Aid Office, ask about job opportunities and postings. You may want to follow-up with a specific office to inquire.

Is my paycheck taxable?

Yes, Work-Study earnings are taxed. Besides Social Security and other applicable taxes, how much is deducted from your paycheck depends largely on how you fill out your W-4 form. This relates to "withholding" tax. Read the W-4 form instructions carefully to determine whether you're "Exempt" or not. Your calendar year earnings generate a W-2 form for your tax return.

How do I receive my W-2 form?

W-2's are usually delivered to employees in January.

Once hired, do I have to stay in that job?

You can leave a job. You want to try to do it on good terms, give two weeks notice, and never take any displeasure out on your job duties. But if you have to quit on short notice, quit. Do not, however, include that 3-day job on your resume or include that supervisor on a list of references (it is highly unlikely you'd get a good reference!).

Think in terms of the big picture: you don't want to wake up in a cold sweat one night fifteen years from now, wondering if your life would be different, if your career would be different, if your GPA as an undergrad had been higher, if you'd had a higher grade in that one class, if you had more time to study for the midterm instead of giving in to an unsympathetic employer who demanded that you work. Conversely, employers are not obligated to keep you employed if you are not performing your job duties.

Is Work-Study mandatory, do I have to get a job?

No. We just don't want you with bills in the fall or spring and not having the money to pay. You may have the option of converting your Work-Study to loans. If you do not use Work-Study, it is less likely you'll receive it as part of your financial aid the following year.

Do I have to work at a Work-Study job?

No. You may, however, want to see a financial aid representative to discuss how, if at all, that non-Work-Study money might affect your next year's financial aid package. One of the advantages of Work-Study is the earnings are not counted as additional income on your FAFSA.

How can an athlete balance their commitments?

Check with your coach to see if there are Work-Study positions related to your sport or within the athletic department. If not, search for jobs with multiple positions to see if you can find something that may allow absences because others can cover for you. Another option is to search for jobs wherein the employer is looking for short term commitments.

Can I continue in my position after my FWS runs out?

You cannot continue in your position if this is the case. After your FWS funding (which pays your wages) runs out, you must withdraw from the position. It is your responsibility and that of your employer to ensure that you do not exceed these limitations. Any over payment will be rolled over to the accounts of the employer and must be repaid to the government.

What other requirements are there for application?

There are no other qualifications to apply for the FWS. Your FAFSA will reflect your condition. If you feel that your last tax filing does not accurately reflect your current situation, you can have your actual financial condition appraised through the program to determine actual eligibility.

Are there requirements that must be met during education?

Yes, there are several requirements that must be met during your education and employment. Your total grant amount cannot exceed the federal maximum, or your FWS may be reduced or cut out completely. You must also continue your enrollment for at least the minimum number of hours per semester, each semester. In addition, you must make at least the minimum required grade point average and perform adequately in course work.

Additionally, there are many stipulations that go along with the FWS program. For instance, you are not allowed to work during course times. You may not begin working before the start of classes for the semester, nor can you continue to work after the end of the exams and you must meet the minimum hour requirement on the job. If you do not use up all of your allotted FWS funding during a year, it **cannot** be rolled over to the next year.

You are also not allowed to work more than 19.5 hours/week. Additionally, you cannot work after your FWS award has run out; any cost overruns are the responsibility of the employer, though that will usually be transferred to you, the student. Tracking the amount of FWS award remaining is **your** responsibility and that of your employer.