

Work Study Handbook



WHITMAN COLLEGE

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Whitman College
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Statement on Student Employment

Student Employees are a valuable part of our campus community and their contributions help the College to achieve its overall mission. Student employment is also an integral part of many individual's total financial package at Whitman. As such, it is our goal to provide consistent and useful resources that prioritize the employment of students with a need-based work offer.

Note to all Student Employees

As both a student and an employee, you are a valuable member of our campus community. We rely heavily on student employees to help provide fast and efficient service throughout the campus community. We hope you enjoy your experience working at Whitman College and that you have an opportunity to develop work habits, skills, and contacts that will serve you well in your working life.

This handbook is designed to help Work Study students understand the terms of your employment and your responsibilities as a temporary employee of Whitman. Please read it thoroughly, and refer to it often.

Special note to international students

International students may be eligible to participate in the non-Work Study program only because of F-1 visa restrictions. You must obtain a social security number and have your I-9 forms completed by the International Student Advisor before you can begin work. Information on how to obtain a social security number will be provided for you when you get on campus.

Working on campus is the easiest option for an international student especially during the academic year. Another option is working off-campus if you are paid by Whitman College, for example through internship grants, or through the following options as stipulated by the US Citizenship and Immigration Services (USCIS). For more information talk to the International Student Advisor or refer to the US Citizenship and Immigration Services (USCIS):

<http://www.uscis.gov/eir/visa-guide/f-1-opt-optional-practical-training/f-1-optional-practical-training-opt>

Special note to students on Deferred Action for Childhood Arrivals (DACA)

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and meet several guidelines may request consideration of deferred action for a period of two years, subject to renewal. They are also eligible for work authorization.

For more information refer to US Citizenship & Immigration Services' website:

<http://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-daca>

What this means for Whitman

If Deferred Action is granted, the student is eligible to work. DACA students from Washington can also use State Work Study.

Every person who is granted deferred action will be lawfully permitted to work. The student will receive an Employment Authorization Document (EAD) which will be valid for a period of two years and may be renewed.

Important Information from the Human Resources Office

FOREWORD

The following general information and guidelines address Human Resource policies and practices at Whitman College, as they pertain to student employees. It is not intended to be comprehensive. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources department. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

NON-DISCRIMINATION, DIVERSITY, AND EQUAL OPPORTUNITY EMPLOYMENT

Whitman College is committed to providing a learning and working environment characterized by mutual respect and fair treatment among all its constituents. An essential component of this environment is a strong ethic and practice of equality, acceptance and nondiscriminatory interactions. Harassment and discrimination on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, age, marital status, national origin, and disability, veteran's status, or any other basis prohibited by College policy or by state or federal laws is unacceptable and will not be tolerated.

Student employees should familiarize themselves with the Whitman Grievance Policy, which is the guiding framework for ensuring that problems, complaints, or grievances that arise in the daily relationships between faculty, staff, and students are resolved legally and effectively.

<https://www.whitman.edu/Documents/Offices/DeanOfStudents/Grievance-Policy-2015.pdf>

Whitman College is building a diverse academic community and welcomes nominations of and applications from women, members of historically underrepresented minority groups, persons with disabilities, and others who would bring additional dimensions to the College's learning environment. Whitman College is an Equal Employment Opportunity employer.

EMPLOYMENT

Student Employee Classification

All student employees are designated as temporary and nonexempt under state and federal wage and hour laws. Nonexempt employees are covered by the Fair Labor Standards Act (FLSA), entitling them to overtime pay for hours worked in excess of 40 in any given week.

Most student employees are considered temporary and part time, scheduled to work no more than 20 hours per week during academic periods. Some temporary student employees may be temporarily scheduled to work full-time for the College for a limited duration during academic breaks.

Temporary student workers are eligible for certain company benefits as described below.

Background Checks

Unlike regular staff employees, most student employees are not required to undergo criminal background checks before beginning work. However, WA state law (43.43.830-.842) requires criminal background checks and conviction disclosure statements for all staff, faculty, temporary (including student workers), and volunteer hires whose work has the potential for unsupervised access to minors under age 16, developmentally disabled persons, or vulnerable adults. Reports are kept confidential and are only viewed by individuals involved in the hiring process. Depending on the nature of the student job, additional checks, such as driving record or physical examination for positions with significant physical demands, may be required. Contact Human Resources (509.527.5172; Mem 104) for further information on background checks.

Hiring Documents Required

1. I-9 documentation* (eligibility to work in U.S.), no later than the first day of employment.
2. W-4 form and Direct deposit form (for Payroll).
3. Current driver's license (if applicable).
4. Completed Online Harassment Prevention Training.

*Contact Human Resources (509.527.5172; Mem 104) for information on acceptable documents.

COMPENSATION**Time Reporting**

Student employees are required to report weekly actual time worked in quarter-hour increments (quarter-hour = .25 hour = 15 minutes) on an electronic timesheet, approved by their respective supervisor. To access the timesheet go to my.whitman.edu. Each employee is expected to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded. For questions, contact the Payroll Coordinator (509.527.5985; Mem 110).

Overtime is defined as hours worked by a student nonexempt employee in excess of 40 hours for all college jobs in a workweek (Sunday through Saturday) and is paid at the rate of time and one half. Overtime must be approved in advance by the supervisor(s) to whom the employee reports.

Payment of Wages

Wages are paid monthly and payday is the 20th of every month or the business day closest to the 20th. Student employees are paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Payment of wages requires a completed timesheet. Timesheets must be signed/authorized by both the student and supervisor to be considered completed.

BENEFITS ELIGIBILITY

- 403(b) Retirement Plan. Eligible to participate in the voluntary contribution plan in the first full month after hire. Not eligible for the College match.
- Medical/Vision Plans. Not eligible.
- Dental/Life Insurance/Long-Term Disability Plans. Not eligible.

- Tuition Remission Plan. Not eligible.
- Vacation, Sick Leave, Holiday Pay. Not eligible.

WORKPLACE EXPECTATIONS

Every student employee has the duty and the responsibility to be aware of and abide by the College's rules and policies. Student employees also have the responsibility to perform to the best of their abilities and to the standards as set forth in respective job descriptions and College policies.

- **Attendance and Punctuality.** Excessive absenteeism or tardiness may result in discipline, up to and including termination. Not reporting to work and not calling to report the absence is considered a no-call/no-show and is a serious matter.
- **Attire and Grooming.** We trust that student employees will use their best judgment regarding appropriate attire and appearance in the workplace. While casual dress is customary on campus, student employees are expected to be neat and clean while on the job. Clothing should be appropriate to the type of work being performed.
- **Confidentiality.** Some student jobs will bring the student into contact with information considered confidential. It is the College's policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." Consult your immediate supervisor to determine if certain information is considered confidential.
- **Workplace Bullying.** Repeated inappropriate behavior, either direct or indirect, whether verbal, nonverbal, or physical, directed against others in the workplace is prohibited. This includes the intentional isolation or exclusion of others. The College will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.
- **Non-Discrimination.** As noted above, the College is committed to maintaining an environment free of discrimination and harassment. Employees found in violation of this policy will be disciplined up to and including termination.
- **Work Performance.** As with all employees of the College, student workers are expected to devote their full attention to performing their work tasks to the best of their ability. Poor performance will result in coaching and, if not improved, progressive discipline. Unnecessary distractions, including repeated excessive socializing or excessive personal use of the Internet or phone will result in discipline up to and including termination.
- **Violence in the Workplace.** All faculty, staff, students, and visitors must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another individual will not be tolerated. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or

activities should be reported as soon as possible to your immediate supervisor, Security (509.527.5777; Mem 137), or Human Resources (509.527.5172; Mem 104).

- **Workplace Safety.** Every person in the Whitman workplace assumes the responsibility of individual and organizational safety. This means each employee is committed to conducting all tasks in a safe and efficient manner, in compliance with all local, state and federal safety and health regulations and standards.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health incident that occurs by an employee or that the employee witnesses (Environmental Health & Safety, 509.527.5966; North Hall 103). The College is covered under statutory workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

- **Drug-Free Workplace.** Alcohol and drug abuse pose adverse health and safety consequences to all employees of the College. It is the policy of Whitman College that the workplace is to be free from the unlawful use, possession, distribution, or sale of alcohol and other controlled substances and associated paraphernalia. Working while under the influence of any controlled substance not medically authorized is strictly prohibited and will result in discipline, up to and including termination. Employees are expected to report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.
- **Smoke-Free Workplace.** It is the policy of Whitman College that students, faculty, staff, and visitors to the campus are entitled to live, study, and work in areas that are free of smoke. In accordance with this policy and Washington State law, smoking in any form, including tobacco or electronic cigarettes, is prohibited inside any building on the Whitman College campus and is prohibited within 25 feet of any entrance, exit, window, or ventilation intake of any Whitman College campus building.
- **Electronic Communication and Internet Use.** Internet, College-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature. Inappropriate or illegal use or communications, such as using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the College or be contrary to the College's best interests; and engaging in any illegal activities, including piracy, hacking, copyright infringement, will result in disciplinary action up to and including termination of employment.
- **Meal Period.** Washington State Law requires that non-exempt employees be given a minimum 30 minute meal period if the employee works more than five (5) consecutive hours. It is to be given not less than two (2) hours nor more than five (5) hours from the beginning of the shift. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt

employees are to be completely relieved of all job duties while on meal breaks. Departments may stagger staff lunch breaks to provide office coverage during this time.

- **Rest Breaks.** By Federal labor law, nonexempt staff members are entitled to a rest period of ten minutes for each four hours of working time. This time is not accrued as compensatory time if not taken. Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

What is Work Study?

Work Study is a need-based Financial Aid award. It is not a grant (*you must work to earn it*), and it is not a loan (*you don't have to repay it*). Students must qualify for need-based Financial Aid to receive Work Study. Funds are limited, so not all qualifying students will receive an award. The standard value of the work expectation is usually between \$750-\$2,500.

Work study earnings go directly to the student, as opposed to scholarship, grant and loan funds which get applied to the student account and off-set charges like tuition, fees, room and board. Money a student earns through Work Study can be saved up and allow the student to reduce or cancel loan in subsequent semesters.

Since students have to make sure their accounts are paid off each semester without any Work Study being included, whether or not they choose to work is up to them. This all applies to international students as well. However, some students work it out with their families so that they will use their earnings to help pay for books that they charge to their account for example.

For the student, it is much like working any other job: you work a number of hours in a monthly pay period at some wage rate and receive a paycheck for your earnings that you use however you wish. For the employer, however, the Work Study program reimburses a large percentage of the student's wage, which makes it very attractive to hire Work Study students.

Federal Work Study (FWS)

The Federal Work Study Program is a federally funded Financial Aid program administered by Whitman College, and is designed to assist students in meeting the cost of higher education by promoting access to meaningful work experiences. Students earn money in different jobs, and their wages are subsidized by the federal government.

A "Federal Work Study" student has financial need and has qualified through the Financial Aid Office for a specific Federal or State aid program. The student is granted a specific allotment of money which can be earned. Students earn money on an hourly basis until they have received their allotment or until the end of the term, but may continue to work after they have reached their award.

The Federal Work Study Program (FWS) is aid that may be offered to students who have a demonstrated need as determined by the FAFSA, and who answered "yes" to the Work Study question on the FAFSA. Work Study gives you the potential to work and earn money for living expenses while attending college. You can only receive payment for the hours you have worked. Work Study wages earned are credited directly to the student either to their student account or through Direct Deposit and can be utilized up to the student's discretion.

State Work Study (SWS)

The State Work Study provides opportunities for undergraduate students to pay part of their college costs now rather than deferring those costs in the form of added loan debt. Washington State will reimburse the wages of student employees on the State Work Study. By reimbursing a portion of student wages, the state incents employers to participate while leveraging taxpayer resources by 40 percent. Nearly 1,000 employers gain access to cost-effective, part-time help from motivated students eager to utilize their classroom learning in real world work situations.

Non-Work Study (NWS)

Any employment that is not from Federal or State programs is considered "Non-Work Study", and is funded totally through the individual department. These are generally hourly positions, but some may be paid through a stipend. These students can acquire regular student employment as long as they are enrolled at least half-time at the school. Student earnings for the non-Work Study program come directly from departmental budgets.

International students are NWS even if they receive Financial Aid. They are, however, awarded a Work Study amount by the school that they also have to contribute as part of their Financial Aid. International students must be enrolled in at least half time with an F-1 Visa status. Their visas only allow them to work on campus and they cannot obtain off-campus jobs unless they are funded by Whitman College. International Students are allowed to work as regular non-Work Study student employees on campus. It is important that their I-20 is valid and current to maintain or seek on-campus student employment.

International Students

International students may be eligible to participate in the non-Work Study program only because of F-1 visa restrictions. They must obtain a social security number and have their I-9 forms completed by the International Student Advisor before they can begin work. Information on how to obtain a social security number will be provided to you when you get on campus.

Working on campus is the easiest option for an international student especially during the academic year. Another option is working off-campus if you are paid by Whitman College, for example through internship grants, OR through the following options as stipulated by the US Citizenship and Immigration (USCIS) Services. For more information talk to the International Student Advisor or refer to the US Citizenship and Immigration (USCIS) Services:

<http://www.uscis.gov/eir/visa-guide/f-1-opt-optional-practical-training/f-1-optional-practical-training-opt>

Eligibility Guidelines

- International students must be registered at least part-time.
- They may only work 20 hours per week during the regular academic year and they may work up to 35 hours during the summer semester if they are taking fewer than six credits. Any international student taking at least six credits during the summer is limited to 20 hours per week.

International students follow the same Student Employment Guidelines as other non-work study students (see above section).

Frequently Asked Questions

How does Work Study fit in my financial aid package?

Work Study is not for everyone (though everyone who is enrolled at least half-time may work on campus as a regular non-work study student employee!). Because it is a need-based financial aid award, it has to fit within your financial aid package. Each person has a unique financial aid file. That means some students must be willing to allow reduction of some loan funds to accommodate a Work Study award, if they have an aid package that completely fills their financial aid budget. You do not have to request a special loan reduction, your loans will be automatically adjusted when Work Study is awarded, if necessary.

Reducing loans to accept work study is great if you can afford to wait until you have earned the money through your paychecks, rather than getting it in a lump at the beginning of each quarter in your financial aid refund from loan funds (and of course, having to pay it back later!). Accepting Work Study in place of loan funds will reduce your student loan debt. Work study does NOT "pay off" loans, it is awarded INSTEAD of loan; basically you are trading "loan help" for "work help." Work Study also NEVER reduces grants or scholarships, only loans.

Some students are able to accept a Work Study award without giving up any loans, because they have room within their financial aid need on top of all their other awards to accept Work Study employment. Work study is often (but not necessarily) in place of other financial aid.

The formula for determining eligibility for work study is this: Total Cost of Attendance (COA) minus Expected Family Contribution (EFC) minus any "gift" aid (grants, waivers, scholarships) equals Work Study eligibility. If this eligibility is filled by need-based loan (typically Subsidized Direct Student loan or Perkins loan), then you can either borrow less loan, and work for the money instead, or in many cases, if you still want the loan, some or all of the Subsidized loan can be switched to Unsubsidized Direct Student loan (a non-need based loan that can fill EFC) and award Work Study.

How much Work Study can I get?

Work Study awards are tailored to the student's financial aid package. Work Study awards usually range from \$750-\$2500 for an academic year. There is no minimum number of hours, so even if you only have a small amount of financial need and want to work only a few hours per week or not at all, you can still get an award. There is also no maximum number of hours you may work even if you have met or exceeded your award.

Will I be expected to repay my Work Study award to the Federal Government?

No. The only type of financial aid that has to be repaid is loans.

Can I use Work Study off-campus?

Yes, Work Study jobs can be off-campus where the employer has entered into a formal agreement with Whitman College and some restrictions will apply. If you know of an off-campus employer you want to work for, but they can't afford to hire you, contact the Financial Aid office or the Student Engagement Center to inquire about the off-campus Work Study program. We cannot contract with organizations that are religiously or politically affiliated, and we cannot approve jobs that appear to replace or displace regular employees.

Financial Aid Work Study has standard agreements with many local off-campus employers, which are usually set up or renewed over the summer and are ready for fall employment. It is possible to set up off-campus agreements in mid-year, though it usually takes several weeks to complete the process, particularly during peak times, so plan ahead. We may not be able to accommodate your off-campus request at the last minute.

I found a job, now what?

BEFORE beginning any paid work at Whitman College, all student employees MUST complete a [Federal Employment Eligibility form \(Form I-9\)](#) and an Employee Withholding Allowance form for Federal Taxes ([W-4 Form](#)). Both of these forms MUST be completed prior to the first day of work. Additionally you must complete [Online Harassment Prevention Training](#) and complete a direct deposit form. Please refer to the [Whitman Human Resources website](#) for more information.

Will I simply receive a check for my Work Study award?

No, Work Study resources must be earned; you will not automatically receive a check for the award. You will also need to search and apply for jobs yourself if you wish to work.

If I am offered Federal Work Study (FWS), do I have to get a Work Study job?

FWS eligible students are NOT restricted to FWS jobs. Being eligible for FWS means that you have a larger pool of jobs to which you can apply and that supervisors prioritize you over students without Work Study. See Handshake, the Student Engagement Center, or the Student Employment Section on the Whitman College website to see available jobs on and off campus.

If I decline the Federal Work Study (FWS) offer or don't get a FWS job, can my grants or loans be increased?

If a dependent student declines FWS, parents may request an increase in their Parent PLUS loan. Typically, independent students will see no change in financial aid eligibility, but may contact a financial aid counselor for a revised eligibility assessment.

I was eligible for Federal Work Study (FWS) last year, why am I not this year? What can I do?

Eligibility for all Title IV programs can change from year to year, thus creating the requirement to file a FAFSA each year. Eligibility/non-eligibility can be the result of a change in any number of variables: number of household members in college, parents'/students' income, untaxed income, assets, etc. In some cases, the change in eligibility may take place with the actual financial aid award. For example, the availability of other need based aid increases, such as the subsidized Direct loan amount and once this increase takes place, there isn't enough "need" in the award package for other need based aid such as FWS. In these cases, students may contact the Financial Aid office to inquire about the possibility of reducing the subsidized Direct loan amount and replacing it with FWS in order to reduce their student loans.

How do I get paid?

Wages are paid monthly and payday is the 20th of every month or the business day closest to the 20th. Student employees are paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Payment of wages requires a completed timesheet. Timesheets must be signed/authorized by both the student and supervisor to be considered completed.

What is minimum wage?

In November of 2016, Washington State voters approved Initiative 1433 to increase the state minimum wage from \$9.47 to \$15.00 by 2020. The gradual transition began January 1, 2017 when the minimum wage increased to \$11 per hour.

Can I have two on-campus jobs? How many hours can I work?

A student can have several on campus jobs, but between all of these positions, the student cannot exceed 20 hours per week during the academic year. This policy is in place to reinforce "academics first" for student employees. For international students, it is a federal regulation and violation of exceeding 20-hour maximum could result in deportation. During school vacations such as summer, winter, or Spring Break, Work Study students may work up to 40 hours per week.

What are the benefits of Work Study?

- You earn money to help you keep your expenses under control.
- You gain work experience and new skills, which improves your marketability when applying for future internships and jobs.
- You expand your network of contacts and acquire references, both of which you will use for future job opportunities.
- You are a more appealing job applicant to many employers – Work Study eligibility gives you an edge in a competitive job market.
- You can apply for summer Work Study to be used either on campus or off campus with pre-approved employers. It is highly advantageous to have summer FWS eligibility because most colleges in the United States do not award summer FWS.

List of Resources

Human Resources contact information

Located in: Memorial Building 104-107

Email: hr.students@whitman.edu

Phone (509) 527-5172

Fax (509) 527-4960

Important Forms:

- ✓ [Form I-9 \(Federal Eligibility Verification\)](#)
- ✓ [W-4](#)
- ✓ [Harassment Prevention Online Training](#)
- ✓ [Electronic Direct Deposit Form](#)
- ✓ Departmental Student Employment Change Form
- ✓ Student Web Time Entry Instructions

Financial Aid Office contact information

Located in: Memorial Building 123

Email: finaid@whitman.edu

Phone: (509) 527-5178

Fax: (509) 524-2098

Student Engagement Center contact information

Located in: **Reid Campus Center 219**

Email: sec_info@whitman.edu

Phone: 509-527-5183

Fax: 509-527-5934

Important link:

- ✓ [Handshake](#)

Business Office contact information

Located in: Memorial Building 110

Email: payroll@whitman.edu

Phone: 509-527-5985

