Student Employee Guidelines

Introduction

Antioch University New England employs students in a variety of positions. Most student employees are hired and paid as part of the Federal Work Study (FWS) Program which is administered by the Financial Aid Office. A very limited number of student positions are paid with institutional funds (Non-FWS). Specifics of both types of jobs are covered in these guidelines. Except where noted, the following guidelines apply to students working in either FWS or Non-FWS jobs.

Purpose of the Federal Work Study (FWS) Program

The purpose of the Federal Work-Study Program is to stimulate and promote the part-time employment of students who are in need of earnings from employment to pursue a course of study. It is the policy of Antioch University New England to provide students with FWS awards positions that support the various needs of academic and administrative departments in addition to internships or practica on campus. For the purpose of these guidelines, these positions are simply called “jobs.”

Funding for Federal Work Study (FWS) Jobs

Funding for the Federal Work Study Program comes from the U.S. Department of Education. Antioch University New England receives an annual allotment sufficient to fund jobs for approximately 10 - 15 percent of our students. As a recipient of federal financial aid funding, Antioch University New England’s Work Study Program is subject to numerous regulations that govern these programs.

How Federal Work Study (FWS) Funds are Awarded

Federal Work Study is a need-based financial aid program. Students who wish to be considered for Federal Work Study funding must complete the relevant FAFSA for the academic year, and indicate “yes” for the question “interested in work study”. Antioch University New England’s Federal Work Study allotment is not sufficient to fund all students who apply and have need.

Antioch University New England will award the highest need students who are registered as full or half time in eligible course credits paying full tuition and fees, and who meet the priority application deadline of March 1 or until the allocation is exhausted. It is the policy of Antioch New England that students registered for only masters project/thesis continuation, internship, dissertation, or candidacy continuation are not eligible to receive Federal work study funding.
Students will be informed of their Work Study Award along with loan eligibility on the Award Year Notification. Notification for students who apply by the priority deadline will normally take place in late spring.

**IMPORTANT NOTE:** A Federal Work Study Award is not a guarantee of employment. We are unable to guarantee that there will be an exact match between the needs of various offices/departments on campus and the skills/talents and schedule requirements of students with Federal Work Study Awards. Furthermore, the award amount is a cap or limit on the amount that may be earned rather than a guaranteed amount of money that a student will receive.

## Finding and Applying for a Job

### How to Find a Work Study Job (FWS)

The Financial Aid Office will maintain a posting of all positions on AUNE’s Website beginning late spring when work study awards are released. The posting will contain job descriptions including hours required and the person to contact. Students with work study awards may review postings and contact the supervisors directly in the office/department where the job opening is located. Some offices/departments may request a resume. A work study award can be used only for jobs which have been approved and posted by the Financial Aid Office. Only students with work study awards can apply for work study jobs.

Once a job offer is made, the hiring supervisor will complete the Student Work Agreement which the student should then sign and return to the Financial Aid Office. Students who have previously worked at Antioch New England need only submit the work agreement. All those new to working at Antioch New England must also complete all other required student employment documents **before** beginning work. Please see next section.

### Required Paperwork

All students (FWS & Non-FWS) must complete the following paperwork before beginning work:

- **W-4 (FWS and Non-FWS).** Students normally need to complete this form only once. However, if a student moves, has a name change, or wishes to change the number of exemptions, it will be necessary to complete a new W-4.

- **I-9 (FWS and Non-FWS new student employees only).** The Student should complete the top section of the I-9 form and bring it to the Student Services Office along with a current U.S. Passport or two other forms of identification described on the back of the form. The Student Services Office must inspect original documents; photocopies of these documents are not sufficient.

- **Confidentiality Statement (FWS and Non-FWS new student employees only).**

- **Automatic Deposit (optional and recommended for FWS and Non-FWS new student employees).** This form is normally completed only once unless the student changes banks and enables direct deposit of a student’s paycheck to their checking account.

- **Student Work Agreement (for each job performed) is available in the Student Services Office.**

- **Students who are receiving work study funding for internship/practicum work must submit a copy of the practicum contract or Form 1.**
Pay Rate
All student employees are paid $14.00 per hour.

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How to Get Paid

All Student Employees
All students will use web time entry to submit hours to supervisors according to the published Work Study Pay Schedule which may be found on the Antioch New England website. The Web Time entry form can be found in AUView under "employee". It is the responsibility of the student to complete web time entry and submit for supervisor’s signature on or before the published deadlines for each payroll. Failure to submit hours for three (3) or more pay periods may result in termination.

Method of Payment
Student employees are encouraged to sign up for automatic deposit. Forms are available in the Student Services Office. Students who have signed up for automatic deposit will receive payment directly into the bank account of their choice each pay day and can view their paystubs via AuView under Pay Advices. Pay checks for students who do not sign up for automatic deposit will be mailed each pay day from Ohio to the address in the system. It is the student’s responsibility to make sure this information is up to date.

Benefits & Expectations

Benefits (FWS & Non-FWS)

1. Workers’ Compensation: Student employees are covered by workers’ compensation insurance at a cost of $.46 per pay period, and may be compensated for lost work time and/or payment of medical expenses resulting from injuries sustained on the job. If a student is injured on the job, it is the student’s responsibility to notify the supervisor and the Director of Financial Aid immediately. It is very important that any accident is reported at the time that it occurs, since medical problems resulting from an accident may arise at some time later. If the accident has not been reported, the processing of a claim at a later date could make the determination of eligibility more difficult.

2. Social Security: Social Security (FICA) is not normally deducted from student paychecks. There are some exceptions, however: students who are registered for less than 12 credits and work more than 16 hours per week on campus and students who work off campus, regardless of the hours worked or the number of credits registered for, are NOT FICA exempt.

3. Other benefits: As part-time, temporary employees, work study students are not entitled to paid holidays, sick time, vacation, and health insurance or unemployment benefits. Students are not entitled to paid lunch breaks.

Breaks
Any student who works 5 or more consecutive hours a day are required to take an uninterrupted meal break of at least 30 minutes away from the work area. Schedules for meal breaks are based upon the operational
needs of the work area. AU generally recognizes a meal break as unpaid time for which an employee is relieved from work for a period of time. AU encourages employees to leave their work station during meal and rest breaks. On very rare occasions, employees who do not receive an uninterrupted meal break due to operational requirements of at least 30 minutes are required to notify their supervisor and report the time worked on their time record. (4.401)

**Staff Lounge (FWS & Non-FWS)**

As an AUNE employee, you are welcome to use the staff lounge located on the first floor administrative wing on the days that you work. This includes use of the refrigerator, microwave, spring water, coffee, etc. Please refrain from inviting non-working students to join you, as this is a staff area. Food and beverages in the refrigerator are not meant to be shared. Employees bring their own lunches and snacks.

**Expectations (FWS & Non-FWS)**

Students working through the work study program represent Antioch University New England not only as a student but as an employee. It is expected that the student’s behavior on the job will reflect that responsibility. Students are expected to give the same performance as would be given to any employment situation. Reciprocally, students should expect supervisors to be fair, courteous and professional.

**Confidentiality (FWS & Non-FWS)**

All student employees are required to sign a confidentiality statement agreeing that any information that is made available as part of the job at AUNE will remain strictly confidential. Any breach of confidentiality is grounds for termination of employment. Students should direct any questions about confidentiality directly to their work supervisor.

**Use of Office Equipment (FWS & Non-FWS)**

As with any other employee, it is assumed that a student employee will not take advantage of their position when it comes to use of photocopy machines, phones, postage machines, computers, fax machines, etc. The work supervisor should be consulted for guidelines in this regard.

**Length of Commitment**

For FWS jobs, a commitment of at least one term is required unless otherwise indicated on the job posting. For Non-FWS jobs, the length of commitment varies and is indicated on the Student Work Agreement.

**Work Schedule (FWS & Non-FWS)**

The student is expected to discuss any changes in the work schedule far enough in advance to allow all parties the opportunity to make alternative arrangements as necessary. When putting a schedule together, the student should be as specific as possible about availability. Obviously students may not be scheduled to work during a scheduled class. Students are required to get the supervisor’s approval before taking time off from their regular schedule.

Students are not permitted to work more than 25 hours per week while classes are in session and the maximum for international students is 20 hours per week. The actual number of hours per week that a student works is determined by the student’s award and student work agreement.

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Students should not be working on holidays and/or any other days that Antioch is officially closed. Students will not be paid for holidays or snow days.

The student and supervisor must work together to make certain that the amount allotted on the award is not exceeded. In the unlikely event that a student overworks their award, amounts earned in excess of the awarded amount will be charged to the department.

**Working More Than One Job**

Finding one job that meets a student’s needs is the ideal. Students are permitted to have two different jobs; however, the combined hours cannot exceed the total amount of the award letter.

Students working two jobs should attend to the following details:

- The student should inform both supervisors that he/she is working 2 jobs.
- Agree upon the portion of the award that will be earned in each position.
- Agree upon the number of hours, not to exceed 25 while classes are in session, that the student will work each week.
- Carefully monitor award balance to insure that the maximum award amount is not exceeded.

**Other Policies & Procedures**

**Changing Jobs**

As was previously indicated, students are normally expected to commit at least one term to a job. In the event that a student wishes to change jobs, the Financial Aid Office must be informed in writing and a new student work agreement must be completed. It is also expected that a student who makes a decision to change jobs would give a 2 week written notice to the supervisor of the job they are leaving.

**Antioch Official Closings**

Students should not be working on holidays and/or any other days that Antioch is officially closed. Students will not be paid for holidays or snow days.

**Termination of Employment (FWS & Non-FWS)**

A student employee may be dismissed from a position for any infraction of standard employment practices including but not limited to, unexplained absences, frequent tardiness, unsatisfactory performance, uncooperative attitude, breach of confidentiality, theft, endangerment of life or property, or falsification of time slips.

A student may also be released from a position under the following circumstances with a 2 week notice:

- The student requests to be released from the position.
- The office/department does not have sufficient work for the student to do.

The office/department wishes to eliminate the job or project.
Grievance Procedures (FWS & Non-FWS)

All employees of Antioch University New England have the right to fair, prompt, and impartial consideration of all complaints related to their employment. Should complaints arise, the student should pursue a grievance directly with the person with whom the complaint exists. In the event that the issue cannot be resolved at that level, the student should then direct the grievance to the work supervisor. If a resolution cannot be reached at this level, the student has the right to appeal to the Associate Director of Financial Aid. In exercising this option, the appeal must be submitted in writing.

Upon receipt of the written appeal, the Associate Director will review the specifics of the grievance with the employee(s) involved. The decision of the Director will be final.

International Students

International Students with F-1 student Visas must first check with the Office of Human Resources to determine if they are eligible to work in the United States. (Note: international students are not eligible for Federal Work Study funding). Since students with Federal Work Study funding receive priority for open positions, on-campus work for international students is extremely limited. Eligible international students working at Antioch University New England must be paid $14.00 per hour.

International students must provide and submit the following to the Office of Human Resources before beginning work:

- Apply for and provide evidence of application for a US social security card
- Current passport for country of origin
- F1 Visa
- Student Work Agreement from supervisor
- Form 8233
- Confidentiality Statement

Student Volunteers

- Volunteer positions on campus are possible, however, these positions must not be similar in any way to a position for which a student has been or would normally be paid.
- An on-campus practicum or internship may not be on a volunteer basis.
- A paid position may not be turned into an unpaid position due to inadequate funding.
- A student may not remain in a paid position as a volunteer once the maximum FWS award has been earned.