



# WALLACE STATE HANCEVILLE

## Office of Financial Aid

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### WORK STUDY JOB DUTIES AND RESPONSIBILITIES

The Federal Work Study Program is designed to promote part-time employment for students who demonstrate financial need. Assistance is provided to students while broadening their educational experience. As an employee of the Federal Work Study Program at Wallace State Community College (WSCC) you should be aware of the following guidelines:

1. Work Study is a part-time job. (You will be given an hour's pay for an hour's work)
2. Fringe benefits such as sick leave, vacation pay, and holidays are not part of your compensation.
3. You will not be paid to study on the job.
4. Work study students are not allowed personal visitors while on the job, nor permitted to send/receive personal calls or text messages while working unless absolutely necessary.
5. Students are not allowed to play computer games or surf on the internet while working.
6. **Working Hours:**
  - May not work more than 8 hours a day and must take a lunch break (reflected on timesheet)
  - May not work over allotted hours per week
  - You will not be paid Federal Work Study funds for hours worked in excess of the maximum amount given to you (You should average this monthly)
  - You and your supervisor are responsible for keeping up with the number of hours you are authorized to work
  - **Time should be recorded in "QUARTER-HOURS", AND BE LEGIBLE.**
  - Submit signed time sheet and evaluation monthly to the Financial Aid office (15<sup>th</sup> of each month)
  - Work Study Supervisor will provide a work schedule at the beginning of each semester. You are responsible to follow this schedule
7. Students who accept Federal Work Study jobs are expected to work the entire period of the assignment, to be punctual, and to perform efficiently. Students should notify supervisors when illness or unforeseen circumstances prevent attendance.
8. Students may not work during periods when the school is closed.
9. You must terminate your Federal Work Study employment immediately upon withdraw from WSCC. Students must be enrolled in a minimum of six credit hours at all times to be eligible for Federal Work Study.
10. Students who wish to terminate their Federal Work Study award must give their supervisors a two-week notice.
11. Work Study students will be paid appropriate wages for the job. Taxes will be withheld. A statement of earnings will be furnished at the end of the year. Federal Work Study earnings are taxable.
12. Work Study students are expected to dress in accordance to the job assignment. Students clothing should be clean and neatly pressed.
  - No cutoffs
  - No ragged jeans
  - No miniskirts or short shorts
  - No clothing showing a midriff

Please bring appropriate attire to change into if necessary. **Your dress and conduct are a reflection, not only of yourself, but also of Wallace State Community College.**