



**GREAT FALLS  
COLLEGE**

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**MONTANA STATE  
UNIVERSITY**

**Great Falls College**

**Montana State University**

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# WORK STUDY STUDENT MANUAL

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# Introduction

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Federal Work Study is a federal financial aid work program partially funded by the United States Department of Education. State Work Study is a similar program funding by the state; only Montana residents enrolled as full time students are eligible for State Work Study. The two programs are jointly referred to as College Work Study (CWS). In order to qualify for a work-study award, the student must:

- Demonstrate financial need through the FAFSA application process
- Maintain satisfactory academic progress while employed in the program
- Be enrolled for a minimum of 6 credits

Great Falls College MSU has a limited amount of funding for the work study program. Awards are made to eligible students on a priority basis, based on the date the FAFSA and all verification was submitted to the Financial Aid Office. Students are encouraged to complete the FAFSA and submit required verification to the Financial Aid Office by March 1<sup>st</sup> to increase chances of receiving a CWS award.

If a student is not awarded CWS and would like to be considered for a position, the student may request to be placed on the waiting list. The student will remain on the waiting list until funding is available.

Once a student has been awarded CWS, he will be informed of the procedure to locate a position. If the student does not find a position within four weeks, the CWS award will be cancelled. This will allow the funds to be offered to another student.

# Student Eligibility

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Students who have been awarded Work Study must maintain eligibility.

## Enrollment Status

A student must be enrolled in a minimum of six credits in the current semester to be eligible for CWS. Students who graduate, withdraw from classes, or drop below six credits are not eligible for a CWS position. CWS workers must stop working the day their change in enrollment status occurs.

## Satisfactory Progress

CWS students must also maintain satisfactory academic progress. In the event a CWS student is placed on financial aid suspension, the student immediately becomes ineligible for CWS. Once the financial aid suspension has been lifted, the student may once again be considered by a CWS position.

## Changes in Award

On occasion, a student's award for CWS may change. Typically this occurs when a student's costs decrease due to additional income, or decrease due to a change in enrollment. This may occur as a result of a student: becoming eligible for additional educational resources (fee waiver, scholarships, WIA, Voc Rehab), requesting additional loan funds OR changing enrollment status (terms attending or number of credits)

Students will be notified in writing by the Financial Aid Office when changes occur. Also, the Financial Aid Office may change from Federal Work Study to State Work Study. This change does not affect the student's overall eligibility, but simply designates the funding source.



# Employment Opportunities

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There are a variety of approved employers, both on and off campus. CWS students may apply for those positions available at approved employers. Students are responsible for applying for jobs they are interested in, and obtaining a job.

## Finding A Job

A list of all currently available positions is posted at [www.gfcmsu.edu](http://www.gfcmsu.edu). Click on the "Paying for College", then select select Work Study. The listing only includes positions that are currently vacant; the listings are updated regularly. CWS students should complete an Application for Student Employment form (also available on the website) and submit it directly to the contact person indicated for the job. A student may apply for more than one job.

The supervisor will contact the student to arrange for an interview. The supervisor may choose to interview only a portion of the applicants.

*Employers may require additional documentation from the applicant, including a resume or transcript. Supervisors may conduct a formal interview, or visit with students informally. The employer may decide to stop accepting applications at any time. The Financial Aid Office should be notified so the job will be removed from the website posting.*

Once a student has been offered a job, the student should inform the Financial Aid Office. The Financial Aid Office will:

- Issue a Work Study Certification form

- Make arrangements for the student to meet with Human Resources and Payroll staff to complete payroll forms

If a student fails to obtain employment within four weeks after receiving the eligibility information and instructions, the CWS award may be cancelled. If the student has mitigating reasons why he was unable to obtain employment within that period, the student may request an extension to the three-week limit.

## Rehires

A returning student may request a former CWS supervisor rehire them for a current academic year; the employer is not required to do so. Likewise, a CWS student is not required to return to a previous supervisor.

## Job Changes

In the event a CWS student finds it necessary to change work study positions due to scheduling issues or other concerns, the student should contact the Financial Aid office. The CWS student must give at least one weeks' notice prior to leaving a position.

## **Work Study Certification Form**

The Financial Aid Office provides the student a Work Study Certification form after the student has a job offer. The form indicates the amount of the work study award and the maximum number of hours available. The eligible time period is also indicated.

The Student and Supervisor complete the form and return it to the Financial Aid Office. After the form is completed by the Financial Aid office, both the supervisor will be provided a copy.

A new form is required each academic year, and when a CWS student changes jobs.

## **Work Authorization**

A student must contact the Payroll Department within three days of hire to complete necessary forms. The student will be required to complete a tax withholding statement and verify his eligibility to work in the United States. The student must provide documentation of identity and employment eligibility. Most students present their social security cards and driver's license or state ID card; however, a variety of documents are acceptable. The student is also required to meet with a representative of the Human Resources Office for a brief orientation



# Payroll Policies & Procedures

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## Timesheets

CWS students should keep an accurate record of the time worked. Time is recorded to the nearest ¼ hour; 15 minutes = .25 hours, 30 minutes = .50 hours, 45 minutes = .75 hours. All CWS students are encouraged to record their hours daily on a time sheet, Hourly Time Record form, or calendar.

Students employed on campus will complete electronic timesheets thru [BannerWeb/My Info](#). The first timesheet will be paper, and will be provided to the student by the Payroll Department.

Student employed off campus will be required to complete paper timesheets. Timesheets are available at the Payroll Department the first few days of each time period. A separate time sheet is required for each time period. Time sheets must be legible and completed in ink.

The student must complete and submit the time sheet to no later than the last day of the pay period. The supervisor will verify the hours, and either (1) sign the form and submit it to the Payroll Department for off campus employers, or (2) review the form in [BannerWeb/MyInfo](#) and submit.

Any timesheet submitted after the due date will be delayed two weeks; it will be processed with the next payroll.

## Payroll

CWS students are paid bi-weekly, according to the Great Falls College payroll schedule. Students may pick up their paychecks from the Business Office on payday, beginning at 8:00 am. Students must present a photo ID to receive their check; checks will not be issued to anyone other than the student. Paychecks not retrieved by 3:00 pm on payday will be mailed to the student.

CWS Students may elect to have their paycheck direct deposited; forms are available from the Payroll Department.

All CWS students may view their pay stubs on [BannerWeb/MyInfo](#), by entering the secure area, logging in, and selecting Employee Services.

# Student Employment Policies

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## Wages

CWS students not previously employed at GFC MSU will earn the Montana minimum wage. Students working at off campus locations (not GFC MSU) will receive a higher wage.

In the event the Montana minimum wage increases, hourly wages will increase to stay in compliance.

At the end of each term, the supervisor may request a \$.25 increase for CWS students who have positive performance evaluation. Pay increases are effective the first pay period of the subsequent term. CWS students may not earn more than \$9.00 per hour.

CWS students are not eligible for overtime pay.

## Maximum Hours

CWS students may work a maximum of 20 hours per week when classes are in session. During break periods CWS students may work a maximum of 40 hours per week. However, the student's actual hours are dependent on the employer's needs, the student's academic schedule and the amount of the student's total CWS award. Students who work 20 hours per week will exhaust their eligibility before the end of the academic year.

## Work Periods

A student must be enrolled in a least six credits for the current term to be eligible for CWS employment. The work periods are as follows:

### Fall Semester

Start: Two weeks prior to the first day of the term

End: Last day of Fall Term Finals Week

### Spring Semester

Start: Monday after the end of Fall term Finals Week

End: Last day for Spring Term Finals Week

### Summer Semester

Start: Monday after the end of Spring term Finals Week

End: Last for Summer term, 10 week session

If a student is enrolled for six credits in both Fall and Spring semesters, he may work the entire break between sessions. If the student is enrolled for six credits in both Spring and Summer

semesters, he may work the entire break between sessions. In no event may any student work after the last day of summer semester.

The initial work study award does not include amount for summer. In the event the CWS student will be attending summer sessions and enrolled in at least six credits, he should contact the Financial Aid Office to request summer placement.

### **Work Schedule**

The student and his supervisor will mutually agree upon a schedule. The schedule is always subject to change, dependent upon the student's schedule and the employer's needs. Under no circumstances may a student work during scheduled class time.

If there is not adequate work to perform during a given time (i.e., breaks between sessions, etc.), the supervisor can adjust the schedule.

### **Benefits**

CWS students are not eligible for benefits. Students are not eligible for paid holidays and do not accrue sick leave or vacation benefits. CWS students are not eligible to participate in the employee insurance plan. In some limited circumstances, a student may contribute to the Public Employee Retirement System.

### **Dress Code**

There is no formal dress code for CWS employees. Student workers are expected to dress appropriately for the job they are performing. A student's clothing must be clean and in good repair. A CWS student must exercise good personal hygiene habits. Individual employers may establish a dress code for their department based on safety concerns and work requirements. Students will be notified in advance of acceptable dress and appearance in their department.

Under no circumstance will a CWS student while on the job be allowed to wear provocative clothing, clothing bearing offensive language or advertising alcohol, cigarettes, illegal substances or events, or clothing that exposes their midriff.

### **Sexual Harassment**

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of gender. Sexual harassment is a form of gender-based discrimination. Great Falls College MSU prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other college-sponsored activities, or by anyone acting as an agent of the college. Students and student workers are protected under this act.

Great Falls College MSU uses the definition of sexual harassment set forth by the U.S. Equal Employment Opportunity Commission which states:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment from consumers and members of the general public who come into contact with the college or its agents are covered by this policy as well.

A CWS student who believes he or she is experiencing sexual harassment should immediately contact the Human Resources Director.

### **Injuries/Accidents**

CWS students who suffer an accident or injury while performing job duties must immediately report the injury or accident to their supervisor. Medical treatment required as a result of a work injury will be covered by Great Falls College MSU workers' compensation insurance. Failure to report an accident that later develops into a serious injury may result in difficulties in receiving applicable workers compensation coverage.

## **Job Performance**

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Although CWS is a financial aid program, it is a job and carries with it the same responsibilities of any job. Students are expected to conduct themselves professionally while on the job.

### **Evaluations**

Although not required, supervisors are encouraged to conduct performance evaluations on their CWS students. The CWS student will review the written evaluation with the supervisor, be given an opportunity to comment on the evaluation, and be provided a written copy.

### **Disciplinary Action**

If the supervisor finds a CWS student's performance unsatisfactory in some areas, the supervisor will address it with the student. The supervisor will offer training and other tools to help the student improve his performance.

In the event the CWS student's performance continues to be unacceptable, or in the event an incident warrants it, the CWS student's employment may be terminated. In that event, the CWS student may apply for a position with another supervisor in that event.

*Supervisors should view discipline as guidance, not punishment. It is an opportunity to improve*

## Student's Responsibilities

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- Apply for a position from the list of jobs posted at [www.gfcmsu.edu](http://www.gfcmsu.edu).
- Once hired, complete the signed Certification form to the Financial Aid Office and complete all necessary paperwork with the Human Resources and Payroll offices within 3 days of hire.
- Complete the Orientation Checklist with the employing supervisor
- Treat your Work Study job as a real job. Perform work assignments in a serious and responsible manner. Dress appropriately, be dependable and prompt and conduct yourself in a businesslike manner while on the job
- Establish a work schedule with the supervisor; adhere to the agreed upon schedule and following the procedure for reporting absences or making changes to the schedule.
- Accurately record hours worked. Record time to the nearest ¼ hour.
- Submit your complete time sheet to the supervisor by the due date. Sign the time sheet, and complete it in ink. Changes must be initialed by the supervisor.
- Limit hours to no more than 20 hours when school is in session and 40 hours in the any week school is not in session.
- Monitor hours and not work beyond the amount of the CWS award.
- Inform the Financial Aid Office in the event enrollment drops below 6 credits.
- Refrain from using employer's equipment and resources for personal use.
- Adhere to the employer's confidentiality requirements.

## Supervisor's Responsibilities

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- Inform the Financial Aid Office of changes in the job posting.
- Once hired, direct the student to the Financial Aid Office to obtain a Certification form and complete payroll forms. .
- Complete the Orientation Checklist with the CWS student. Provide training for the student. Create an outline of duties to be performed. Explain your Confidentiality requirements.
- Treat the Work Study job as a real job. Expect students to Perform work assignments in a serious and responsible manner. Students must dress appropriately, be dependable and prompt and conduct themselves in a businesslike manner while on the job
- Establish a work schedule with the student. Be flexible with the CWS student.
- Verify the student's time sheet for accuracy. Hours should be recorded in the nearest ¼ hour.
- If using a paper time sheet, sign the student's time sheet in ink and submit to the Payroll Office promptly. Refrain from signing a blank time sheet; initial any changes made to the time sheet. Personally fax the time sheet to payroll (students are not allowed to deliver their own time sheet).
- Adhere to the payroll schedule established by Great Falls College MSU Payroll Office.
- Limit hours to no more than 20 hours when school is in session and 40 hours in any week school is not in session.
- Monitor hours and not allow the student to work beyond the amount of the CWS award. Use hours wisely; have meaningful work for the students to perform.
- Inform the Financial Aid Office if you believe the student's enrollment has dropped below 6 credits.
- Oversee work assigned and regularly evaluate performance. Resolve work conflicts as soon as identified.
- Complete a written evaluation of the student's performance at least once each term. Recommend a salary increase if appropriate.
- Address performance issues with the student as they occur; institute disciplinary action when necessary.
- Provide a safe working environment for the student. Direct the student to the Human Resources Director if the student complains of sexual harassment.
- Be a good role model for the student.

**Addendum A**  
**Great Falls College - Montana State University**  
**Policy and Procedure Manual**

SUBJECT: 400 Human Resources Policy 401.2 Sexual Harassment

Reference: [EEOC Guidelines on Sexual Harassment](#); [Civil Rights Act of 1991](#)

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of gender, and sexual harassment is a form of gender-based discrimination. Great Falls College Montana State University prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College.

Great Falls College Montana State University uses the definition of sexual harassment set forth by the U.S. Equal Employment Opportunity Commission which states:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

The College extends these protections beyond its employees to include its students (in accordance with Title IX), other consumers, and members of the general public who come into contact with the College or its agents.

Anyone who believes that he or she has experienced sexual harassment should immediately contact the College's Human Resources Director to discuss options for resolving the issue. Individuals are generally encouraged to attempt to resolve the issue informally by discussing their concerns with the alleged harasser, his or her supervisor, or both. However, the College recognizes that sexual harassment is a sensitive and potentially volatile issue, and if it is not feasible for the harassed individual to follow this recommended procedure, the Human Resources Director should be contacted initially to begin an investigation. All complaints will be handled with discretion and information provided in the initial complaint and during the course of the investigation will remain as confidential as possible. The identity of both the complainant and the alleged harasser will be protected.

Employees and students who believe they have experienced sexual harassment are encouraged to report the incident(s) or action(s) as soon as possible after the alleged harassment has occurred. Early reporting is encouraged, because ability to investigate and act on such reports diminishes with time. Sexual harassment complaints must be received within 180 days of the alleged act(s), with the possibility of extending that deadline to 300 days with extenuating circumstances.

The Human Resources Director will generally begin with an informal investigation to determine the validity of the charge and seek satisfactory resolution. In extreme or potentially dangerous circumstances, the Human Resources Director will authorize an immediate formal investigation and may recommend that the alleged offender be suspended from duties with pay and/or barred from the premises pending the findings of the investigation.

The Human Resources Director will complete the investigation within fifteen (15) working days of the receipt of the complaint, unless circumstances beyond the control of the investigator prevent such timely completion. In that case, the Human Resources Director will request an extension of up to fifteen (15) working days to complete the investigation.



Upon completion of the investigation, the Human Resources Director will complete a Report of Findings and submit it to the Dean within ten (10) working days of the completion of the investigation. When circumstances prevent completion within that timeframe, the Human Resources Director may request an extension of up to ten (10) working days.

Any individual found to be guilty of violating the College's sexual harassment policy will be subject to discipline commensurate with the nature of the offense. Disciplinary action up to and including termination may be implemented.

Individuals who submit complaints and/or participate in the investigation process are protected from retaliation resulting from their participation. Anyone engaging in retaliatory behavior will be in violation of the College's sexual harassment policy, and therefore subject to appropriate disciplinary action as outlined above.

Great Falls College Montana State University is committed to providing and ensuring a safe, positive learning environment that is free from harassment.

#### **Observation of Harassment**

Employees who are not themselves victims of sexual harassment, but observe actions which they have interpreted to be harassment, should bring such actions to the attention of the Human Resources Director.

#### **Confidentiality**

Reports of sexual harassment, including the investigation, the outcome of an investigation and any action(s) taken relating to a specific employee(s) or student(s) are confidential. Dissemination of confidential information shall be limited to persons with a need to know during the course of and following an investigation.

#### **Violations of Policy**

Substantiated violations of this policy may result in disciplinary action that complies with the discipline policy of the College. If the initial violation is sufficiently severe or if lesser violations are repeated, appropriate discipline may include discharge.

If disciplinary action results from a report of sexual harassment, the respondent may file a complaint under the College's complaint policy or through a grievance procedure available through collective bargaining agreements or statute.

Great Falls College MSU is committed to a policy of non-discrimination on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability or status as a disabled or Vietnam Era veteran, in admissions, educational programs, or activities and employment, all as required by applicable laws and regulations.

The Financial Aid Office may not award financial assistance in the form of loans, grants, scholarships, special funds, subsidies compensation for work, or prizes to vocational education students on the basis of race, color, national origin, sex, or handicap, except to overcome the effects of the past discrimination.

The Financial Aid Office may administer sex restricted financial assistance where the assistance and restriction are established by will, trust, bequest, or any similar legal instrument, if the overall effect of all financial assistance awarded does not discriminate in the basis of sex. Materials and information used to notify students of opportunities for financial assistance may not contain language or examples that would lead applicants to believe the assistance is provided on a discriminatory basis. If the Financial Aid Office's service area contains a community of national origin minority persons with limited English language skills, such information must be disseminated to that community in its language.