

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:**
 - You may not work more than 8 hours a day and must take a lunch break (reflected on timesheet).
 - You may not work over the 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 and your supervisor are responsible for keeping up with the number of hours you are authorized to work.
 - **Time should be recorded LEGIBLY and in QUARTER-HOURS (.25, .50, .75) on the timesheet.**
 - You must submit the signed timesheet and evaluation monthly to the Financial Aid office (15th of each month).
 - Work Study Supervisor will provide a work schedule at the beginning of each semester. You are responsible to follow this schedule and only make changes when approval is obtained by the supervisor.
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 in a timely manner when illness or unforeseen circumstances prevent attendance.
8. Students may not work during periods when the school is closed.
9. Students must be enrolled in a minimum of six credit hours and maintain a 2.0 GPA at all times to be eligible for Federal Work-Study.
10. Students who wish to terminate their Federal Work Study position must give their supervisors a two-week notice. Students withdraw or drop below 6 credit hours will be terminated from the Federal Work-Study program immediately.
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. Your job assignment is temporary, and can be revoked at any time if your supervisor deems your work ethic is not acceptable. You will have a suitable time to demonstrate your abilities.
13. Work Study students are expected to dress in accordance to the job assignment. Students clothing should be clean and neatly pressed. No cutoffs, ragged jeans, miniskirts, short shorts, or clothing showing the midriff.
14. Your conduct must comply with the Wallace State Student Code of Conduct as published in the WSCC catalog and also the Alabama College Ethics Law of which you will be educated on upon employment. This includes the use of crude or offensive language or behavior around students, faculty, or staff.