

OUACHITA BAPTIST UNIVERSITY REGULATIONS/GUIDELINES

for

STUDENTS EMPLOYED IN THE WORK STUDY PROGRAM

Following is a list of regulations that apply to students employed through the Work Study Program. These regulations must be followed to continue Work-Study employment. Any violation of these regulations may result in termination from the Work-Study Program.

BEGINNING WORK

Work may not begin until all required employment documents have been returned via the student portal or in person to Administrative Services, located in Cone Bottoms Administration Building, Suite 330. Work may not begin prior to receiving clearance through Administrative Services.

DUTIES

Duties will be assigned by your supervisor. Participating in or practicing for athletic events, band, choir, field trips, etc., is not considered part of work study or work study duties.

WORK SCHEDULE

Establish a work schedule with your supervisor that is suitable for all concerned and work your scheduled hours. A work schedule may not be changed without your supervisor's permission.

Punctual, efficient, and cooperative performance on the job is expected. It is your responsibility to notify your supervisor if you are not able to report for work on time. If illness or some other unforeseen circumstance prevents your attendance at work, notify your supervisor in advance of your usual reporting time. NEVER "just fail to show up", even if you are ill. It is up to your supervisor to determine if hours missed can be made up.

YOU ARE EXPECTED TO WORK DURING YOUR ASSIGNED HOURS. DO NOT socialize with friends during work hours. Your personal business is to be conducted outside the office. This is a job; therefore, friends and family should not visit at work.

You may not work more than 19 hours per week while classes are in session. Students may not be scheduled to work during the times they are scheduled to be in class. It is the responsibility of both the student and the supervisor to monitor the class and work schedules.

TERMINATION OF WORK-STUDY

A student may be dismissed by a supervisor. Students who quit or are dismissed are normally not given another job for the remainder of the school year.

You may be terminated from the work-study program:

- Voluntarily upon written request by the student. The resignation should be submitted directly to the supervisor.
- Involuntarily if he/she fails to perform the job in a satisfactory manner or if a major offense such as theft, gross misconduct, or insubordination is committed.
- If the student earns enough to equal their financial aid work-study award or if the student fails to maintain satisfactory academic progress.

JOB TRANSFER

A student cannot change jobs without the following:

- a written release from his/her current supervisor,
- a written request from the prospective supervisor,
- approval from Director of Human Resources

PAYMENT/TIME ENTRY

You and your supervisor must verify time worked. Time will be entered through your web portal account and approved by your supervisor. Time worked must be submitted and approved by your supervisor by noon on the day of each monthly pay period. Intentional falsification of hours worked could lead to prosecution under the U.S. Criminal Code. A payroll schedule will be provided so you will know when time worked needs to be submitted to your supervisor.

Student work is paid on a monthly basis, provided time worked has been entered and approved by the supervisor, at the rate of \$11.00 per hour. All payments will be applied to your student account. You will not be paid for hours worked over the amount you are awarded for the semester unless your supervisor has received prior approval from Administrative Services. Amounts awarded, but not earned, do not carry over to a subsequent semester.

Due to annual audit procedures, failure to timely submit work hours may result in the forfeit of the awarded amount.

Time entered should be expressed in hundredths of an hour if a full hour is not worked (i.e., 1 hour and 15 minutes is expressed as 1.25 hours). An equivalency chart is provided for your convenience.

Minutes to Hundredths Equivalentents

01-05 minutes=.10	31-35 minutes=.60
06-10 minutes=.20	36-40 minutes=.70
11-15 minutes=.25	41-45 minutes=.75
16-20 minutes=.30	46-50 minutes=.80
21-25 minutes=.40	51-55 minutes=.85
26-30 minutes=.50	56-90 minutes=.90