



**Brevard College**  
**Work-Study Handbook**

# Brevard College Work-Study Handbook

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## Table of Contents

Table of Contents.....	1
Welcome.....	2
Program Overview.....	2
Notification of Employment & Required Paperwork.....	3
Student Work Schedules.....	3
Contracted Hours & Attendance.....	3
Timesheets & Pay.....	3
Work-Study Pay Agreement.....	4
Work Assignments.....	4
Academic Eligibility.....	5
Transfers & Terminations.....	5
Dress Code.....	5
Evaluations.....	5
Disciplinary Procedures.....	5
Connection Conversations.....	6
Work-Study Learning Goals.....	6

## **Welcome**

Student workers play a vital role in supporting the operations and community spirit of Brevard College. We believe that on-campus employment is an integral part of your college journey, not just for financial support but also for developing skills, building professional networks, and preparing for your career. Whether you are managing front-desk responsibilities, handling equipment for athletics, supporting IT services, or creating theatre props, your contributions are valued and impactful.

## **Program Overview**

The Brevard College Work-Study Program is a collaboration between three campus offices:

1. The Financial Aid Office determines student eligibility for a work-study.
2. The Office for Career Exploration & Development assigns student placements based on preferences and availability, as well as oversees the day-to-day operations of the program.
3. The Payroll Office works with students and supervisors to ensure students are accurately paid for their work.

First-year students will submit placement preferences during Creek Week. While every effort is made to place students in their preferred departments, some positions are limited and cannot be guaranteed. Most returning students will be invited to remain in their previous placements from the previous academic year. Most new students begin work in Dining Services, Campus Life, Athletics, Operations, or the Library, where there is great need and availability.

## **Notification of Employment & Required Paperwork**

**Returning students** will receive work-study assignment notifications via email in early August. They must pick up their work-study contract from their assigned supervisor, sign it, and have it returned to Payroll before beginning work.

**New students** must complete all onboarding paperwork with the Payroll office. Required forms include federal and state tax forms, I-9 verification, direct deposit details, and a confidentiality agreement. International students must complete an I-94 form from the Department of Homeland Security website and submit it to Payroll before employment. All forms and instructions to submit are available online at [workstudy.brevard.edu](http://workstudy.brevard.edu).

## **Student Work Schedules**

Work schedules vary by department. Some roles may require evening or weekend hours. Students must work around their class and athletic schedules and cannot be scheduled to work during these times. Once a schedule is agreed upon with a supervisor, students are expected to maintain consistency. Repeated lateness, absences, or leaving early without permission may result in disciplinary action. Exam week schedules are optional and must be discussed in advance.

## **Contracted Hours & Attendance**

Each student is contracted to work a specific number of hours per semester. Working beyond the awarded hours could affect financial aid eligibility. Conversely, not completing hours may result in reduced future awards or a tuition balance. Absences should be communicated promptly. If hours are missed, students should coordinate with supervisors to make them up within reason.

## **Timesheets & Pay**

Students are responsible for accurately tracking their hours. Timesheets must be submitted to supervisors on the last working day of the month and must be certified as accurate by both the student and the supervisor. Falsified timesheets are grounds for immediate dismissal from the program. Payroll is processed monthly on the second Friday of each month. Students must present a valid Brevard College ID to pick up paper paychecks. Direct deposit is the preferred method of payment.

## **Student Accounts & Pay Agreements**

Any student awarded either a Federal Work Study or Institutional Work Study may choose to apply their earnings to their account balance with BC. To do so, students need to complete the Work-Study Pay Agreement Form and return it to the Business Office for processing. Failure to turn the form in to the Business Office may result in the agreement not being applied to the student account.

A pay agreement for work-study will not be entered until all BC, state, and federal paperwork is completed to work on campus and a supervisor is assigned. The amount entered as a credit on the student account will be a maximum of \$750 (100%) per semester, depending on how much the student decides to have applied to their account balance. This pending credit will reduce the amount owed on the student account.

However, the student must follow the schedule listed on [workstudy.brevard.edu](http://workstudy.brevard.edu) in order to have the pending credit remain on the student account. Failure to have met the hours, depending on pay rate, will result in the pending credit being removed from the student account.

For questions regarding the Work-Study Pay Agreement process, contact Student Accounts at [studentaccounts@brevard.edu](mailto:studentaccounts@brevard.edu)

## **Work Assignments**

Daily work assignments are determined by supervisors and may be communicated in person or electronically. Students are expected to remain at their work site until the end of their shift unless permitted to leave by the supervisor. If assigned tasks are completed early, supervisors may assign additional responsibilities or temporarily reassign students within the department. If no work is available, notify Career Exploration for reassignment.

## **Academic Eligibility**

To remain in the Work-Study Program, students must meet Satisfactory Academic Progress standards as defined in the Brevard College catalog. Falling below academic requirements may result in loss of work-study eligibility.

## **Transfers & Terminations**

Students who wish to leave or change work-study positions must complete a Release/Transfer Form. This can be obtained from the Office for Career Exploration & Development or requested by email at [workstudy@brevard.edu](mailto:workstudy@brevard.edu). Students must give at least two weeks' notice unless extenuating circumstances exist. A new contract must be signed before beginning work in a new position.

## **Dress Code**

Each department has its expectations for appropriate attire. Students should consult their supervisors for guidance and dress in a manner consistent with the professional nature of their role.

## **Evaluations**

Work-study supervisors conduct end-of-year evaluations based on learning outcomes and performance. These evaluations are used for feedback and retained in the student's employment file. They may be referenced for future employment or recommendation letters.

## **Disciplinary Procedures**

Disciplinary action may be taken for issues such as chronic tardiness, missed shifts, poor performance, or misconduct. Possible steps include:

1. Verbal warning
2. Written warning
3. Suspension from the current position or program

The Office for Career Exploration & Development may determine reassignments or removal from the program based on the severity of the issue. Serious violations may also impact future eligibility.

## **Connection Conversations**

Each semester, students will meet with their supervisors to reflect on their work-study experience. These meetings help students connect academic learning with job responsibilities, identify transferable skills, and set goals for growth. Topics include communication, problem-solving, leadership, and other learning goals of the work-study program.

## **Work-Study Learning Goals**

### **Adaptability**

- Adjust effectively to changing work tasks, priorities, and environments.
- Demonstrate resilience when facing challenges or setbacks in the workplace.

### **Mentorship & Networking**

- Seek guidance and constructive feedback from supervisor(s).
- Build and maintain professional relationships that support career growth.

### **Critical Thinking & Problem Solving**

- Evaluate work-related information, tasks, and challenges to identify solutions.
- Make informed decisions that contribute to the success of your department.

### **Self-Awareness**

- Recognize your strengths, areas for improvement, and preferred work styles.
- Apply self-insight to take initiative, improve performance, and make thoughtful career choices.

### **Civic Engagement**

- Contribute positively to the campus and local community through your work-study.
- Reflect on how your work benefits others and develops a sense of social responsibility.

### **Communication**

- Communicate professionally with supervisors, faculty/staff, and students in writing and speech.
- Adapt your communication style to different workplace audiences and formats.

### **Teamwork, Collaboration & Leadership**

- Work respectfully and productively with team members from diverse backgrounds.
- Take initiative to support team goals and, when appropriate, guide others with integrity.
- Model professional behavior and habits that create a positive work environment.

