Student workers are important members of the Brevard College community. We view campus employment as an essential part of your education and professional growth. Through campus employment, you have the opportunity to acquire transferable skills and expertise that build resumes and launch careers as well earn funds to pay towards your education. Having a job on campus is exceptional part of the Brevard experience. Whether you are giving tours, answering phones, assisting the IT department, working in the dining hall, working with the operations crew, filing, assisting the athletic events, or working in the theatre, you will find a great connection to the Brevard community, gain lasting work experience and earn money toward tuition and other expenses.

The Offices for Career Exploration and Development and Financial Aid assist students through all phases of the BC Work-Study Program. Award of Work-Study is determined by the Financial Aid office. Placement of a student into a position is determined by the Office for Career Exploration & Development.

We host a Work-Study Fair each Fall semester for students awarded Federal or State work study. At the work-study job fair, you will have the opportunity to meet with various departments on campus and express interest directly to them for a work study position. We also have a limited number of off campus employment opportunities available for students eligible for Federal work-study. These are available on a first come, first served basis to students that qualify and are interested.

- Please note that a work-study award does not guarantee you employment on campus. You are expected to adhere to a level of responsibility and accountability in each work-study role assigned. Returning students may be requested to stay in a work-study placement after the completion of a successful semester/year. Upperclassman without placement are expected to participate in the work-study job fair in the fall to acquire placement.
- Most new students will expect to begin working on campus with our largest work-study sites; dining services, operations, campus life, athletic department or library.
- Campus employment hours and rate varies depending on the department/position, but most students can expect to make $7.25 per hour and work approximately 5 – 10 hours per week.

**Notification of Employment/Paperwork**

Returning Students: Work-Study contracts can be picked the day of check-in. The student and supervisor are to sign the contract and the supervisor is to return the signed copy to the Office for Career Exploration & Development. Once the Supervisor returns the signed contract, the student may begin work. Students MAY NOT begin work until their Supervisors signs the work-study contract.

New Students will be issued a Work-Study Contract following the work-study job fair. Students will receive an email when the new contract is available in the Payroll Office. The student must submit all payroll forms, including the federal/state withholding forms and the I-9 Employment Eligibility Verification Form*, to the Payroll Office. The student and supervisor are to sign the contract and the supervisor is to return the signed copy to the Office for Career Exploration &
Development. Once the Supervisor returns the signed contract, the student may begin work. Students MAY NOT begin work until their Supervisors signs the work-study contract.

The following will be needed to complete the I-9 Form:
1. A valid passport
   OR
2. A copy of the student's driver's license or school ID card AND a copy of the student's Social Security card or birth certificate.

International Students who want to work MUST complete the appropriate I-94 form with Payroll before a student may begin work. This form can be found at https://i94.cbp.dhs.gov/I94/#/home Please make sure to print the completed form after submission.

Student Work Schedules
College departments vary in work schedules. Some offices may require that students work during regular business hours; other departments may require some night or weekend work. When a student is hired, both the student and supervisor should discuss the expectation of the schedule. **Students are not allowed to work during a scheduled class time.** After setting up an agreeable schedule, the student must adhere to that schedule. Continuous deviations from the work schedule (including frequent tardiness, leaving early, or unexcused absences) will result in disciplinary action. Exam weeks are NOT scheduled work weeks and not required. If a student’s exam schedule permits work-study hours, this will be determined by the supervisor and student prior to exam week.

Hours Per Week
In the Work-Study contract, the student agrees to work a total number of hours per semester during the academic year. When these hours are fulfilled, the student will have earned his or her total award. A student may not work over the contracted amount or **some other type of aid may be reduced.** Students who do not earn the entire award amount may have their work-study award reduced for the next academic year and may owe a balance to the college for unworked hours.

Missed Work Hours/Illness
Permission to miss work must be requested in advance of the absence. In the case of emergencies, the student should notify his or her supervisor during the first day of their absence. **Students that are ill and absent for more than one day must continue to stay in good communication with their supervisor about missed work.** Extended illness should be confirmed by a physician. Missed work hours each week should be made up the following week, or in case of excessive absences, as soon as possible. **Classes cannot be skipped in order to make up missed work hours.** If the student makes little or no attempt to make up the missed hours, disciplinary action may be taken.

Timesheets
Students should keep an accurate account of time worked on timesheet. In accordance with Federal regulations, the student and supervisor must sign each time sheet, certifying the hours as a true statement of hours worked. Timesheets should be turned in to the supervisor the last working day of each month. It is the students responsibility to accurately track and submit their
timesheet to the supervisor by the monthly deadline. Late timesheets may result in the student being paid in the following month. Fraudulent or "padded" timesheets will result in termination from the Work-Study program and will be considered a disciplinary violation.

Pay Periods
Work-Study paychecks are issued on the second Friday of every month for the previous month’s hours worked, and may be picked up from the Payroll Office on the 2nd floor of the Beam Administration Building. Students must show their valid Brevard College ID to receive their check. Students can complete the appropriate paperwork for direct deposit on the second friday of every month for the previous month’s hours worked.

2019-2020 Work-Study Pay Dates
Sept 13th, 2019    Jan. 10th, 2020 (if needed)
Oct. 11th, 2019    Feb. 14th, 2020
Nov. 8th, 2019     March 13th, 2020
Dec. 13th, 2019    April 10th, 2020
Dec. 20th, 2019 (if needed)  May 8th, 2020

Work Assignments
Each day upon arriving for work, the student should consult the supervisor for work assignments. Work assignments may also be written or given in advance. Students are not allowed to study or leave the work site without the permission of the supervisor. Supervisors should see that student employees have enough to do.

It is illegal to pay the student Work-Study funds if the student is not working. Each division or department will closely monitor the use of student time. If a student’s primary assignment is not requiring all of his or her time, the student should temporarily be assigned to another area within the same department. Students are assigned to an entire department or division, and their work time will be used as efficiently as possible throughout the year. If there is no useful work to be done over a period of time, the student or supervisor should notify the Office for Career Exploration & Development. The student may then be assigned to another department.

Satisfactory Academic Progress
All Work-Study students must maintain satisfactory academic progress in their course of study to remain eligible for participation in the Work-Study program. Students should refer to the campus catalog under the heading “Minimum Academic Requirements for Good Standing” for the standards that must be maintained.

Release/Transfer Form
A student may request a release from his or her Work-Study contract, or a transfer to a different position. This form may be picked up from the Office for Career Exploration & Development. Students must give a minimum two week notice to transfer or leave a placement unless extenuating circumstances are present.

Dress Code
The dress code for Work-Study students is determined by each individual department. Students are required to dress appropriately for the specific job as stated by each supervisor.
**Student Employee Evaluations**
Effective evaluation is important in measure for both students and supervisors. Evaluations provide a learning tool to assess areas in which each excel and areas in which they need improvement. Evaluations will occur at the beginning of each semester. These evaluations will be placed in the student’s permanent records.

**Connection Conversations**
Brevard College offers endless opportunities for students to grow and develop. Connections Conversations helps students connect academic and co-curricular experiences where they can use their strengths and develop key skills to improve as students, leaders, employees, and citizens.

Connections Conversations helps students:
- better articulate what is learned from their classes, their major(s), and co-curricular experiences
- practice transferring learning across contexts
- gain self-awareness and reflect on their learning
- develop and improve the knowledge and skills that employers are seeking from new and recent graduates

**Disciplinary Procedures**
When problems arise Supervisors may first give a verbal warning and/or disciplinary notice. Three levels of action are:

1. Official warning
2. Recommendation for suspension from current Work-Study position
3. Recommendation for immediate suspension from the Work-Study program

These levels of action do not have to be administered in order. Infractions range from failure to follow scheduled hours to gross misconduct. Suspension from a specific job may result in another job assignment, to be determined by the Office for Career Exploration & Development, as campus needs dictate. However, the Office for Career Exploration & Development does reserve the right to refuse to assign the student to another position, depending on the severity of the student’s misconduct. Students who are suspended from the Work-Study Program will be ineligible for any Work-Study positions for the remainder of the academic year. Gross misconduct suspensions may also affect Work-Study assignments in subsequent years. Disciplinary action for any infraction may affect the student's formal evaluation that is placed in the student's permanent records and may be used in determining any recommendations Brevard College may make concerning future employment references for the student.