

BREVARD COLLEGE

Work-Study Handbook

Updated Fall 2023

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 or filing, repairs in the IT department, working in the dining hall or the operations crew, assisting the athletic events, or building props in the theatre, you will find a great connection to the Brevard community plus you will gain lasting work experience and earn money toward tuition and other expenses. The Career Exploration & Development, Financial Aid & Payroll offices 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. Payment of student is conducted by the Payroll office.

***The office for Career Exploration & Development will solicit preferred placement(s) for your first year at the work-study orientation during creek week.** You can review potential work-study placements to see what might be the best fit on workstudy.brevard.edu. There are limited positions in some departments and we will do our best to accommodate your request but we cannot guarantee a placement to any student.

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 seek out a new work-study assignment via the Work-study job fair. 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 \$8.00 per hour and work approximately 5 – 10 hours per week.

Notification of Employment/Paperwork

Returning Students with a work-study assignment will be notified via email the first week of August. Contracts can be picked up from your Supervisor. The student and supervisor are to sign the contract and the supervisor is to return the signed copy to the Payroll Office. Once the Supervisor returns the signed contract, the student may begin work. Students MAY NOT begin work until their Supervisor signs the work-study contract.

New Students - Student must upload all payroll forms, including the Federal/ NC State withholding forms, I-9 Employment Eligibility Verification Form*, Confidentiality Agreement, Direct Deposit and/or work-study pay agreement on MyBrevard at workstudy.brevard.edu

International Students - 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.

New/Returning Students - without a work-study placement will receive an email from the Office of Career Exploration with your work-study placement and next steps. Requests can be made to the office for Career Exploration & Development.

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 or sporting event. 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.

Contracted hours

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. 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

It is the students responsibility to accurately track and submit their timesheet to the supervisor by the monthly deadline. 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. Supervisors must submit student timesheets to payroll on the first business day of the month. 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. New or updated Direct Deposit forms must be turned in 30 days prior to the payroll date below.

2023-2024 Work-Study Pay Dates

Friday, September 8th, 2023
Friday, October 13th, 2023
Friday, November 10th, 2023
Friday, December 8th, 2023

Friday, January 12th, 2024
Friday, February 9th, 2024
Friday, March 8th, 2024
Friday, April 12th, 2024
Friday, May 10th, 2024

Work Assignments

Each day upon arriving for work, the student should consult the supervisor for work assignments. Work assignments may also be given electronically or in advance. Students are not allowed to study or leave the work site without the permission of the Supervisor.

If a student's primary assignment is not requiring all of his or her time, the student may temporarily be assigned to another area within the same department/division. 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 or by emailing workstudy@brevard.edu. A new contract will be issued to students when transferring departments. The student may not begin working until the new contract is signed and turned in. 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.

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.

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. Work-Study students will participate in Connection Conversations meetings with their supervisor each semester to:

- 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

Work-Study Learning Goals

based on NACE Career Competencies (updated August 2022)

Student will develop **Professionalism & Work Ethic.**

- *Time Management*
- *Interpersonal/Social Management*
- *Accountability*
- *Self-Improvement*
- *Organization*

Student will have experiences to better understand **Career Management.**

- *Career Planning*
- *Self-Advocacy*
- *Skills Development*
- *Initiative*
- *Opportunity Identification*

Students will develop **Critical Thinking & Problem Solving** skills.

- *Decision Making*
- *Communicating Results*
- *Analysis*
- *Research*

Student can demonstrate the ability to leverage and adapt to **Digital Technology.**

- *Social Media Management*
- *Computer, Software, & Equipment Skills*
- *Field Specific Technical Skills*

Student demonstrates **Equity & Inclusion.**

- *Diversity Appreciation*
- *Inclusiveness*
- *Understanding Differences*
- *Public Service Mindset*
- *Foreign Language Skills*

Student can clearly and effectively articulate thoughts and opinions in **Communication.**

- *Customer Services*
- *Non-verbal Communication*
- *Verbal & Written Communication*
- *Presenting Skills*

Student can demonstrate **Teamwork, Collaboration & Leadership** skills.

- *Conflict Management & Resolution*
- *Delegation*
- *Mentoring*
- *Planning & Project Management*