

---

**Carson-Newman University  
Student Employment Handbook**

---



---

## Table of Contents

---

<b>Statement of Philosophy</b>	<b>3</b>
<b>Types of Student Employment</b>	<b>3</b>
Federal Work-study	
Institutional Work-study	
<b>Eligibility Requirements</b>	<b>4</b>
Employment Policies	
<i>Federal Work-study</i>	
<i>Institutional Work-study</i>	
<i>International Work-study</i>	
Employment Restrictions	
<b>Hiring Procedures</b>	<b>5-6</b>
NEW Work-study Employment	
RETURNING Students- CHANGING Employment from Prior Academic Year	
<i>Required Documents</i>	
RETURNING Students- KEEPING Same Employment from Prior Academic Year	
<i>Required Documents</i>	
<b>Work Procedures</b>	<b>6-9</b>
Program Dates	
Wages	
Taxes	
Maximum Allowed Hours	
Payment	
Timesheets	
Sexual Harassment	
Alcohol & Drug Policies	
<b>Student Responsibilities</b>	<b>10</b>
<b>Supervisor Responsibilities</b>	<b>11</b>
<b>Termination of Employment</b>	<b>12</b>
<b>Role of the Office of Financial Aid</b>	<b>12</b>

---

## **Statement of Philosophy**

Welcome to the Carson-Newman University work-study program! The Office of Financial Assistance encourages participation in this employment program for all eligible students who desire to:

- ✓ Meet educational expenses through part-time employment
- ✓ Develop valuable job skills and professional behaviors
- ✓ Enhance success in post-graduate career opportunities and pursuits by providing beneficial work experience and life skills

The Office of Financial Aid seeks to provide employment in a variety of academic and administrative departments for all applicants to the extent that their eligibility and the level of available funds permit. The policy of Carson-Newman is to provide equal opportunity to all applicants and employees, regardless of race, color, religion, sex, national origin, physical disability or political affiliation. The purpose of this manual is to provide students with general information regarding rules, regulations and policies of the Carson-Newman work-study program.

---

## **Types of Student Employment**

Carson-Newman University offers two programs of student employment, and the single factor that differentiates these programs is their funding basis:

- **Federal work-study**
  - *75% Federally funded*
  - Financial need - as determined by FAFSA results - is the basic criterion for eligibility
- **Institutional work-study**
  - ✓ *100% Institutionally funded*

---

## Eligibility Requirements

### Employment Policies

1. Student eligibility for the **Federal** work-study program is determined by the submission of the Free Application for Federal Student Aid (FAFSA) each academic year. Students must be enrolled in an eligible undergraduate or graduate program with registered hours. Students must have a valid Social Security number before work may begin. Awards are given on a first-come, first-serve basis and not a guarantee of employment. Due to funding restrictions, **Federal** work-study may not be awarded to all eligible students. Those who receive grants, scholarships, loans, or other aid in excess of their financial need, may have their **Federal** work-study award reduced or removed. However, these students may still be eligible for **Institutional** work-study employment.
2. Student eligibility for **Institutional** work-study requires enrollment in an eligible undergraduate or graduate program with registered hours.
3. International students may also be eligible for **Institutional** work-study as long as they have a valid Social Security card. International students who do not have a Social Security card that permits them to work must contact the International Admissions Office for further processing (see Hiring Procedures #2 below).

### Employment Restrictions

**No student employee may be assigned to a work-study position in a department if the student is related to a University employee within that department.** For the purposes of this restriction, a relative is defined as: parent, child, stepchild, spouse, grandchild, grandparent, brother, sister, half-brother, half-sister, nephew, niece, cousin, aunt, uncle or spouse of relatives or anyone living in the University employee's household. This policy must be considered when assigning or transferring a student employee because it has the potential for creating an adverse impact on work performance; or may create either an actual conflict of interest or the appearance of a conflict of interest.

As a measure of promoting the best environment in which students can learn, the University **will limit the number of hours in which a full-time student may work for the University in a student employment position to 20 hours per week.** This limit is based on actual hours and not on an average over a period of time.

---

---

## Hiring Procedures

**NEW** Work-study Employment

**RETURNING** Students **CHANGING** Employment from **Prior Academic Year:**

1. Students who are awarded Federal work-study or participated in the program the previous year and who are looking for part-time employment, and do not have a job assignment, are required to attend a job fair to meet with potential supervisors and should have resume' available. The job fair allows students with FWS to find placement on campus. Supervisors will submit candidates for hire and hiring agreements will be processed by the Office of Financial Aid. Should a student be hired by more than one department, the student will need to choose the position and may only have one position at a time.
2. **International students-** A student with F-1 status is not eligible to receive a Social Security number (SSN) unless they have been offered employment in the U.S. In order to receive a Social Security number (and card) the appropriate paperwork must be obtained from the International Admissions Office and filed with the local Social Security Administration office. F-1 students must have a SSN and card for on and off campus work. Please refer to the International Student Handbook for further instructions related to obtaining a SSN.
3. The Office of Financial Aid will coordinate with the supervisor completion of the employment and complete the appropriate paperwork required by Federal laws of all employees in the United States:
  - **I-9 Form (Employment Eligibility Verification Form)-**  
Must be completed by the student and submitted by the department supervisor with two forms of identification (*driver's license and social security card, birth certificate or passport*) to the Human Resources Office. This form is used to verify employee's identity and eligibility to work in the United States.
  - **W-4 Form-**  
Must be completed by the student and submitted by the department supervisor to the Human Resources Office. This form allows Carson-Newman University to withhold the correct payroll Federal income tax when applicable.
  - **Hiring Agreement-**  
Must be completed and signed by the student employee and department supervisor. This form confirms position hired and number of hours allowed to work per week, and allows student employee to pick up paychecks at the Treasurer's Office once on file with the Office of Financial Aid.
4. **Students may not begin working until all paperwork is on file with the appropriate offices.**

## Hiring Procedures

### **RETURNING Students KEEPING Same Employment from Previous Academic Year:**

1. Students asked to continue employment by a particular department supervisor for the upcoming academic year must have the supervisor send a confirmation form to the Office of Financial Aid work-study coordinator. The e-mail must include the student's full name, C-N ID#, position and number of hours requested.
2. The department supervisor will confirm student's employment by submitting a completed Hiring Agreement, signed by the student employee and department supervisor. This form confirms position hired and (for Federal work-study students) number of hours allowed to work per week, and allows student employee to pick up paychecks at the Treasurer's Office once on file with the Office of Financial Aid.
3. **Students may not begin working until all paperwork is on file with the appropriate offices.**

The Office of Financial Aid provides the department supervisor with the following information when hiring is confirmed and all appropriate paperwork has been filed:

- ✓ Student eligibility for the Federal work-study program
  - ✓ Designation of student's work-study funding - Federal or Institutional
  - ✓ The Maximum number of hours per week that the Federal work-study student can work and the maximum amount of money (*allotment*) that the student may potentially earn during the academic year
  - ✓ Monthly timesheets
- 
-

## Work Procedures

### **Program Dates:**

Campus employment students may work 16 weeks each semester: the first day of classes in August through commencement in December if graduating, or ceases enrollment; and the first day of classes in January through commencement in May if graduating, or ceases enrollment. Student workers may be eligible to work during holidays, breaks or after commencement in December and May if they are planning on returning for the next term and the department supervisor has prior approval from the department Budget officer. Students who withdraw from C-N may not work beyond their official withdraw date.

### **Wage Policy:**

Effective July 1, 2009- the wage rate for all student employees whether in a student employment position or other employment with the University will be the current Federal minimum wage unless a different rate is required by a governmental funding source (i.e. the America Reads program).

Exemptions will be allowed if a license or certification is required for a student to perform a particular function (i.e. Lifeguards). These positions must have prior approval from the Human Resources Office and if granted, then a wage supplement of \$ .50 per hour will be permitted.

### **Taxes:**

- Federal withholding taxes are NOT deducted from student paychecks during the regular academic year (Aug-May).
- If summer employment is available and student is enrolled at Carson-Newman University, Federal withholding taxes are NOT deducted from paychecks (June/July).
- If not enrolled in summer school at Carson-Newman University, and employed in the work-study program, Federal withholding taxes WILL BE deducted from student paychecks.

### **Maximum Allowed Hours:**

- **Approved yearly awards for Federal work-study students must be adhered to, and if a student meets their award before the award period ends, the student may no longer work the remainder of the award period.** The award period is defined as the fall/spring award year, or as individual fall or spring semesters if a student is only enrolled in one semester. A Federal work-study award does not include summer employment (see below). Various circumstances may reduce the actual number of hours worked in a particular week (illness, finals, athletic or University event participation, etc), and missed time in one week may be made up in following weeks if the student and department supervisor agree.
- The following formula is provided to help calculate the number of hours allowed to work per week, which a Federal student should work in order to earn full allocation. *\*Determined by the Office of Financial Aid and based on FAFSA results and funding.*

**Formula-** *This example is only a guide in calculating the approximate number of hours allowed to work per week to earn full allocations*

Ex.     \$500 (*semester allocation*)  
          Divided by 16 (*weeks in a semester*)  
          31.25  
          Divided by Current Minimum Wage  
          = **Number of Hours allowed to work per Week**

- Summer employment is Institutional work-study and is approved by departmental supervisors based upon remaining department work-study budgets. If students wish to be considered for summer employment, requests must be submitted to the department supervisors in advance. Students must also be enrolled in summer classes or planning to enroll in the fall term.
- Tennessee state law requires each employee scheduled to work six consecutive hours must have a 30 minute break.

### **Work Hour Limitation Policy:**

- Effective May 20, 2009- as a measure of promoting the best environment in which students can learn, **the University will limit the number of hours in which a FULL-time student may work for the University in a student employment position to (20) hours per week.** This limit is based on actual hours and not on an average over a period of time. **It is the responsibility of the student employee's department supervisor to monitor the (20) hour weekly limit and where necessary to reduce work hours to ensure compliance with the limit.**

### **Payment:**

- Students are **paid once a month** for actual time worked during the previous month. Checks are issued by and can be picked up at the Student Accounts Window with a **valid C-N ID.**
- All work-study employees must have on file an I-9, W-4 and two forms of Identification (*driver's license and either- social security card, birth certificate, passport*) in order to receive a paycheck.
- Work-study allocations are **NOT** credited to a student's semester billing account for the **CURRENT** registration confirmation because income is earned throughout the semester, not prior to the semester beginning.
- If students want to apply work-study earnings to their student account for the **UPCOMING** semester registration confirmation, they must sign the check over to the Student Accounts Window each month.

### **Timesheets:**

- Monthly timesheets are provided to the department supervisors via campus mail by the Office of Financial Aid.
- It is the student's responsibility to insure that timesheets are filled out correctly for each day worked-
  - ✓ Actual time-in and time-out worked each day

**\*Please submit any "fraction of minutes" by following the FORMULA below:**

**Ex. 13min** (*Fraction of minutes*)

Divided by 60 min

**.22min** (*daily timesheet total*)

- ✓ Total number of hours worked for each day
- ✓ Weekly totals are the sum of the daily totals for that week
- ✓ Monthly totals are the sum of all weekly totals
- At the end of the month, the student is responsible for signing the timesheet and then making sure that the department supervisor confirms daily time-in and time-out, daily/weekly/monthly totals and then adds their signature. **A timesheet turned in without a departmental supervisor signature will be returned to that supervisor and the student will be paid on the following pay period.**
- It is the responsibility of the student to make sure that their timesheet is returned to the Office of Financial Aid by the 1st of the following month in order to be processed for payment on the 16<sup>th</sup> of the following month. **Timesheets turned in after the deadline will be held until the following pay period.**

**Sexual Harassment:**

Carson-Newman University employees are free from sexual harassment. The reporting of sexual harassment concerns or complaints is encouraged and expected from all Carson-Newman University employees and students. Corrective measures will be taken to stop sexual harassment whenever it occurs. The Sexual Harassment Policy and Procedures are available in the “Eagle Student Handbook” or on the University website.

**Alcohol and Drugs Policies:**

***Standard of Conduct-***

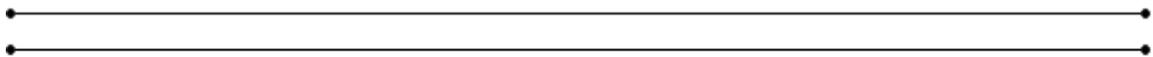
Carson-Newman University is an alcohol and drug-free community. The University prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs, or drug paraphernalia, or the misuse, abuse of or unlawful possession of prescription or over-the-counter drugs, on property owned, leased or subject to the control of the University, or as a part of any of its activities, including but not limited to off-campus activities sponsored by the University or engaged in by any recognized student organization. Further, a federal or state violation of alcohol or drug laws by a student while enrolled at the University, wherever occurring, shall constitute a violation of the University’s student code of conduct and will subject the student to disciplinary action. The complete details of the University drug and alcohol policy are available in the “Eagle Student Handbook” or on the University website.



## Student Responsibilities

Students are expected to perform their job assignments in a serious and responsible manner. A student who accepts employment has the following responsibilities:

- ✓ To **complete all appropriate hiring paperwork** with the department supervisor, which is a commitment to that particular department, for the academic year or semester if **graduating in December- (*alert department supervisor so they can plan additional hiring's accordingly*)**.
- ✓ To perform duties in accordance with the policies of Carson-Newman University and the specific policies of the employing department. Any questions should be brought to the immediate attention of the department supervisor.
- ✓ To follow a predetermined work schedule, base on approved number of hours allowed to work per week, acceptable to both student and the department supervisor. **Students must NOT work during scheduled class times.** All employees should be consistently dependable, prompt and reliable in attendance.
- ✓ To notify the department supervisor if running late or illness prevents working during assigned work schedule time(s). Schedule changes must be discussed in advance with department supervisor. Habitual tardiness and or failure to observe assigned work hours are not acceptable and is grounds for termination.
- ✓ To maintain a clean, neat and well-groomed appearance while at work. "Dress code" is casual professional, if not determined by employing department.
- ✓ To give department supervisor **two weeks notice** before termination of employment. However, employment in another department is not guaranteed.
- ✓ To present a **professional attitude** at all times and to be respectful and courteous to all those encountered as an employee of Carson-Newman University.
- ✓ To **maintain monthly timesheet with actual time worked: time-in and time-out and total number of hours worked per day.** Falsifying is grounds for immediate termination. Make sure that **daily total equal weekly totals and weekly totals add up to monthly total reported at the bottom of the timesheet.**
- ✓ To be **responsible for signing** and then **getting the department supervisor to check all hours, sign and turn timesheets in by the 5<sup>th</sup> of the following month** to the Office of Financial Aid, in order for **payment on the 16<sup>th</sup> of the following month.**
- ✓ To comply with employing department office and telephone procedures. Time not performing work-related tasks will not be counted as time worked (*ie. personal errands*).
- ✓ To obtain prior approval by department supervisor to use office computers and telephones.
- ✓ To leave employing department in a neat and tidy manner. Work status must be reported to supervisor before leaving your work shift.
- ✓ To **understand that violation of confidential or sensitive information (*financial or personal*)** with regards to students, parents, employees, or departmental information is **grounds for immediate dismissal.**
- ✓ To **attend training** for employing department policies and procedures if necessary.
- ✓ To make an appointment with the Office of Financial Aid work-study coordinator with concerns relating to their employment situation or supervisor conduct. **Sexual harassment will not be tolerated and disciplinary action will be taken.**



## Supervisor Responsibilities

Department supervisors have the following responsibilities to each student employee:

- ✓ To **complete a job description** for each approved student employee position.
- ✓ To **submit all student employee requests** to the Office of Financial Aid via e-mail for the current academic year.
- ✓ To **provide** the Office of Financial Aid work-study coordinator with **December graduation or single semester employment** in order to award students Federal work-study allocations accordingly.
- ✓ To **complete all appropriate hiring paperwork** with the student, for the academic year (or semester if graduating in December) and submit to the appropriate departments.
- ✓ To **coordinate the number of work-study student hiring's with department Budget Supervisor in relation to departmental budgets.**
- ✓ To monitor **the 20 hour weekly limit** and where necessary to reduce work hours to ensure compliance with the limit.
- ✓ To **explain clearly** the performance, attendance, punctuality and dress code expected of each student employee, and to provide opportunity for questions and clarification as needed.
- ✓ To **be a role model** for professional behavior and work ethic, and to teach efficient job skills for future success.
- ✓ To **set up department policy and procedures** training if necessary.
- ✓ To **establish a clearly defined work schedule** convenient for both the student and the department supervisor as it pertains to the position hired. **Students must NOT work during scheduled class times.**
- ✓ To **report** any habitual tardiness and or failure to observe assigned work hours, violations of confidential or sensitive information (*financial or personal*) with regards to students, parents, employees, or departmental information that are not acceptable. Appropriate **warning/termination paperwork** must be completed and copies sent to the Office of Financial Aid.
- ✓ To make sure that **student employees maintain monthly timesheet with actual time worked: time-in and time-out and total number of hours worked per day.** Falsifying is grounds for immediate termination. Make sure that **daily total equal weekly totals and weekly totals add up to monthly total reported at the bottom of the timesheet.**
- ✓ To be **responsible for getting student employees signatures** and then **checking all hours, sign and turn timesheets in by the 5<sup>th</sup> of the following month** to the Office of Financial Aid, **in order for payment on the 16<sup>th</sup> of the following month.**
- ✓ To make an appointment with the Office of Financial Aid work-study coordinator with concerns relating to a student employment situation or conduct. **Sexual harassment will not be tolerated and disciplinary action will be taken.**



## Termination of Employment

If it is determined by the department supervisor that a **student is in violation** of any Carson-Newman University or departmental policies or procedures, **the student will receive a Verbal then Written warning of pending termination**. These forms must be signed by both parties, and a copy sent to the Office of Financial Aid. All documentation will be placed in the student's employment file in the Human Resources Office.

Carson-Newman University and the departmental supervisors will immediately place a student employee on leave and promptly refer any acceptable reasons and justifiable causes for termination of employment to the Office of Financial Aid work-study coordinator. Should actual termination occur, the student will receive from the department supervisor a **Written notice of Termination**, signed by both parties, with a copy sent to the student and another to the Office of Financial Aid. All documentation regarding student employment dismissal will be placed in the student's employment file in the Human Resources Office.

**NOTE: The following are grounds for immediate termination**

Falsifying Record ( <i>ie. Timesheets</i> )	Insubordination
Violating Confidentiality	Sexual Harassment
Chronic absenteeism w/out notification	Stealing
Violent or threatening behavior	Lying
Drug or alcohol use	

According to the Carson-Newman University work-study program, a student who is terminated from employment **will NOT be eligible for other work-study positions during the current academic year**. In addition, if a student is dismissed from a student employment position in a department on campus, then that student will be **immediately dismissed from any other student employment position on campus** through notification from the Office of Financial Aid.

---

## Role of the Office of Financial Aid

The Office of Financial Aid provides the means whereby student employment needs may be recognized and met. However, the ultimate success of Student Work-Study Employment programs lies within the relationship of the supervisor and the student employee. The Office of Financial Aid will always be available for consult or mediation should problems arise. The Office of Financial Aid will make every effort to assist students in obtaining campus employment and will provide information to those students and department supervisors who have questions and concerns regarding the work-study programs.

**Office hours:** 8am-4:30pm, Monday-Friday

**Phone:** 865.471.3247

---

*Last Updated: 2014-15*