

# University of Science & Arts of Oklahoma

## Student Employment Handbook

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## **PURPOSE OF HANDBOOK**

Student employment is a significant way for students to enhance their academic experience by applying practical learning on the job in a supportive and challenging setting. Science and Arts is committed to providing both work-study and part-time, on-campus student employment to benefit both the departments of the University and the students which they employ.

In addition to receiving a competitive hourly wage, there is flexibility in the scheduling of work hours and no costs associated with commuting to the workplace. The number of vacant positions is limited, and applicants are not guaranteed employment.

This handbook includes information regarding Science and Arts’ work-study student employees, and part-time-as-needed student employees. In addition, this handbook will address workplace issues such as: employee termination, equal opportunity, nepotism, sexual misconduct, drugs and alcohol, and student workers’ compensation policies.

For the convenience of our students and employers, this handbook is comprised of eight different sections. It is strongly recommended that students read and understand the rights and responsibilities as a student employee before starting employment in a department on campus. It is also strongly recommended that all supervisors are familiar with this handbook and include this handbook in every new student employee training.

Both student employees and supervisors must be familiar with the guidelines and restrictions outlined in the Student Employee Handbook. Human Resources and the Financial Aid Office reserve the right to remove a student employee and/or position from funding if the rules and procedures outlined below are not followed.

## **DIVERSITY AND INCLUSION STATEMENT**

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender or gender identity, pregnancy, national

origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, or sexual orientation. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

For more information, please visit the Science & Arts [Title IX webpage](#).

## **WHO IS A STUDENT EMPLOYEE**

A student employee (or “student worker”) is an individual admitted and attending the University of Science & Arts of Oklahoma (Science & Arts) and whose primary goal and function is to be a student. Individuals who do not meet these criteria are not student employees. Example: An individual whose primary role is a worker (full-time or full-time/part-time) but is also a student, does not fall into the category of student worker.

The following are not eligible to be student employees:

- Incoming students who have not yet begun classes, expelled and non-degree seeking students.
- Suspended students may not be student employees during the period of suspension.
- Student athletes may be student employees outside of the context of their participation in their intercollegiate sport. They are not student employees as intercollegiate athletes.
- Students who are ineligible for federal financial aid are prohibited from working through federal work-study under any circumstance.

Termination of student status automatically terminates student employment.

## **TYPES OF EMPLOYMENT**

### **1. Federal Work-Study (FWS)**

The Federal Work-Study Program or “Work-Study” is a federally funded work program which provides employment to eligible students with financial need, helping them to earn money to pay educational expenses. To be considered for work-study, students must have a valid FAFSA (Free Application for Federal Student Aid) on file, have demonstrated financial need, and be meeting Satisfactory Academic Progress (SAP).

Student workers who are eligible for work-study will receive an updated Financial Aid offer from the Financial Aid Office once they have been hired by a work-study supervisor.

### **2. Part-Time As Needed**

Part-Time as Needed (part time) positions are funded by the University of Science & Arts of Oklahoma individual departments budgets. These positions are available to student employees who are either not eligible for work-study or for which there is no work-study position available.

## CONTACT INFORMATION

### 1. Federal Work-Study

Work-Study Program Coordinator: 405-574-1251, [financialaid@usao.edu](mailto:financialaid@usao.edu)

### 2. Part-Time Needed

Human Resources: phone: 405-574-1225, [hr@usao.edu](mailto:hr@usao.edu)

## HIRING PROCEDURES

### Federal Work-Study Conditions & Limitations of Employment

Work-Study is a need-based program which provides employment to eligible students with demonstrated financial need. A student must have a valid FAFSA on file for the corresponding academic year to determine eligibility. If a student is interested in determining their eligibility, please contact the Work-Study Program Coordinator.

Work-study positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. If that part of the facility is not being used for religious worship or sectarian instruction, the school should make sure that any work the student will perform meets general employment conditions and that other limitations are not violated.

Work-study employment must not displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement. This includes employment agreements with an organization in the private sector. The organization's employees must not be replaced with work-study students. Replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the full-time employee with a student position paid for with college funds.

Work-Study is regulated by the Federal College Work-Study program policies and procedures and the U.S. Fair Labor Standards Act (FLSA). All final rights and responsibilities of the supervisor, student employee, and employer (Science & Arts) must apply according to this law.

### Requesting a Student Employee Position

Supervisors requesting new student employee positions will be sent the Student Employee Request Form for completion. This form must be completed and returned to Human Resources for Part Time as Needed positions and the Work-Study Program Coordinator for work-study positions.

New positions will not be considered for approval until all requested information has been provided.

### Handshake

Vacant positions for both part-time as needed and work-study positions are posted to [Handshake](#). Work-study positions are tagged with the identifier of "Federal Work-Study" and will be visible to students who are eligible for work-study. Students can apply to any position they choose but can only hold **one** work-study position.

### Background Checks

Background checks are **required** for any student participating in the America Reads and Math Counts work-study program and part-time as needed Safety and Security positions. A student applying for these jobs must complete the background check before they can be hired.

## **Interviews**

Supervisors will be notified when a student applies for a position listed on Handshake. After reviewing the student information, the supervisor will need to contact students to arrange interviews.

It is the supervisor's responsibility to notify the student of an official conditional job offer. It is also the supervisor's responsibility to notify all applicants of their hiring decision.

## **Hiring a Student Employee**

Once a supervisor has made an official conditional job offer and it is accepted by the student, the supervisor must contact the Work-Study Program Coordinator or Human Resource personnel before a student can be hired. If the student is eligible for work-study, they will be sent a new financial aid offer.

A new hire email is sent to all new student employees with their new hire paperwork requirements. New hire paperwork includes state and federal W4's, an I-9 form, and loyalty oath.

New hire emails contain the following:

- A PDF of state and federal W4's (work-study & part-time as needed)
- College work-study rules (work-study)
- A job description for the position (work-study)
- A list of acceptable documentation to be provided in person for completion of the I-9 employment verification documents (work-study & part-time as needed)

The I-9 and Loyalty Oath must be completed in person either in the Financial Aid or Human Resources office and will not be sent as part of the new hire paperwork email.

A student employee cannot begin work until all new hire paperwork has been completed. Original documents must be presented at the time a student completes their I-9 paperwork; the only exception is a student worker may use a certified copy of a birth certificate.

Photocopies, scans, and faxes will not be accepted.

## **International Students**

International students are not eligible for federal work-study but may work on-campus part-time as needed positions. An F-1 student may accept employment after obtaining a Science & Arts work permit from the Human Resources Office.

To obtain an on-campus work permit the following documents must be brought to the Human Resources Office:

- Valid Passport
- Valid I-94
- Valid I-20 or DS-2019

International students will also have to obtain a Social Security Number (SSN) before they can begin on-campus work. To receive an SSN, international students must show proof of employment to the Social Security Administration. When an international student is hired for an on-campus part-time position, the department hiring the student will need to email the Registrar at [registrar@usao.edu](mailto:registrar@usao.edu). The Registrar will provide a letter to be taken to the Social Security Administration office along with their passport, I-94, and I-20.

**International students cannot begin work until these steps have been completed.**

Additional information about international student employment can be found in the [International Student Handbook](#) on the Student Life webpage.

**Work-study Permission Slips**

Once a student employee has completed their new hire paperwork, and at the beginning of each term a student is eligible to work, a permission slip will be released to all students participating in federal work-study.

The permission slip contains:

- Student's name
- Student ID #
- Department Position and Supervisor
- Job Location
- Work Agreement Period
- Work-study Eligibility
- Hours Per Week
- Rate of Pay
- Job Purpose
- Job Qualifications
- Duties and Responsibilities
- Rights and Responsibilities
- Periods of Enrollment, Confidentiality, and Removal
- Timesheet Guidelines
- Work-study Rules
- Work-study Evaluations
- Certification and Signatures

Permission slips must be signed by both the supervisor and the student-employee before being turned into the Financial Aid Office. **Students will not be paid for work completed without a signed permission slip.**

If changes to a position need to be made (ex: change in supervisor, position, etc.) then the Work-Study Coordinator must be notified in advance. This ensures that all changes are correctly reflected in the necessary paperwork. If a new supervisor has been appointed for a work-study position, the Work-Study Coordinator must be updated before permissions slips go out at the start of each term.

**STUDENT EMPLOYMENT INFORMATION**

**Attendance and Work Schedule Guidance**

Student employees in the work-study program are permitted to work during the work period specified on the permission slip. The work period agreement dates will not precede the beginning date of a semester or extend past the ending date of a semester. Part-time as needed student employees will need to work with the Human Resources department and their supervisor to determine their work-schedule.

It is recommended that supervisors and students construct a work schedule that is tailored to the students' needs and be as flexible as possible. If a student cannot work their regularly scheduled hours for whatever reason, the student's supervisor should be made aware of the absence ahead of time.

**Student employees are not allowed to work during scheduled class time.**

Supervisors of student workers should keep in mind that a student's primary objective at the University is academic. Supervisors should not schedule students to work hours, or during certain times, which would be expected to lead to a detriment to their coursework.

Completing assigned tasks should be the priority for student employees when they are working. However, if there are no tasks available, then a student employee may be allowed to study at the discretion of their supervisor. There is no guaranteed study time in any job.

**Downtime and Holidays**

Student employees may not work during periods of non-enrollment unless prior approval has been given by the Work-Study Program Coordinator and/or Human Resources. If approved to work during "downtime" a student employee must be enrolled in the following term.

Student employees participating in the federal work-study program are prohibited from working during federal holidays. These holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**Additional Hours, Overtime, and Make Up Hours**

Student employees are assigned a dollar amount based on a specific number of hours of work each week. Unless **special approval** has been given by the Work-Study Program Coordinator or Human Resources, student employees cannot work more than 10 hours per week in a work-study position and cannot work more than 20 hours per week in a part-time as needed position.

Student workers who work as both a part-time as needed and work-study employee cannot work more than a combined 20 hours per week or 40 hours per pay period. There is no overtime for work-study positions. Overtime must be approved ahead of time by the Vice-President of Business and Finance for part-time as needed positions.

Students can make up hours they have missed while sick or in emergency situations. The timeline to make up hours is limited to the current two week pay period or the following two week pay period. Hours cannot be made up after this point. Make-up hours will not apply to hours missed while taking vacation, federal holidays, or other scheduled breaks at Science & Arts. The number of hours that can be made up is limited to 5 hours a

week. Make up hours must be denoted on the timesheet as make up hours by the student employee's supervisor.

### **On Campus vs Remote Work**

Science & Arts student employee positions are generally in-person and on campus. Students may not work at a remote or alternate work location without prior approval from the Financial Aid Office and/or the Human Resources office.

All approved remote positions must follow Science & Arts remote work guidelines. A student employee will need to submit a completed work agreement and attestation to the Human Resources department before they begin working remotely.

### **Timesheets**

Timesheets are due every two weeks on the final Friday of each pay period. Student employees who work Saturdays have until noon on the following Monday unless notified otherwise by the Work-Study Coordinator or Payroll Clerk. An email will be sent out reminding supervisors of the due date for each pay period. Work-study timesheets will be turned into the Financial Aid Office and part-time as needed timesheets will be turned into the Business Office.

Student employees and supervisors are responsible for accurately completing their timesheets each week and submitting them by the due date. Work-study student employees are not allowed to turn in their timesheets without prior approval from the Financial Aid Office. Work-study students that are not represented by a timesheet within any four-week period will be removed from the program.

Late or incomplete timesheets may not be paid until the next scheduled pay period.

### **Weather related Cancellations**

Weather related cancellations are not to be counted as hours worked and can be made up in accordance with the make-up hours guidelines. In the case of a major disaster, the Financial Aid Office will let student employee supervisors and disaster-affected federal work-study employees know about flexibility options.

### **Wages**

The current wage rate for most Federal Work-Study positions is \$8.00 an hour. The wage rate will not be lower than the wage rate required under section 6(a) of the Fair Labor Standards Act of 1928.

Part-time as needed wage rates are determined by the department and/or office hiring the student and the Human Resources department.

### **Fringe Benefits**

Paid leave time is considered a fringe benefit and cannot be part of Federal Work-Study compensation paid. A school is not permitted to use either the federal or the institutional share to provide fringe benefits such as: sick leave, vacation pay, holiday pay, employer's contributions to Social Security, workers' compensation, retirement, or any other welfare or insurance program.

Student employees who work part-time as needed hours are not eligible to receive fringe benefits.



## **Paychecks**

Paychecks are issued two weeks after the submitting of a timesheet. All student employees receive paper checks for hours worked. Paper checks can be picked up in the Business Office, Troutt Hall 220. Student employees must present their student ID to receive their check.

Work-study paychecks are not subject to wage garnishment.

## **Unpaid Time/Volunteering**

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee.

Any student employed under federal work-study or part-time as needed must be paid for all hours worked.

## **Leaving a Position**

A student may resign from their position at any time. If a student employee chooses to vacate their position, it is customary to give two weeks' notice, if possible, to their supervisor. This does not apply to graduating students.

The Work-Study Program Coordinator or Human Resources must be notified immediately upon a student employee resigning from a position and a final timesheet must be submitted with student employees' final hours worked.

## **Termination**

Supervisors may terminate the employment of a student employee whose job performance, conduct and/or dependability is unacceptable according to departmental and student employee standards. Supervisors are responsible for documenting the termination and notifying the Work-Study Program Coordinator and/or HR. Improper use of university property, breaking confidentiality, and falsification of timesheets will result in termination.

A final timesheet with any unpaid hours must be submitted to the Financial Aid office or Human Resources Office immediately upon terminating a student employee. Student employees must be paid for any hours worked once they are hired and have completed all new hire paperwork.

If supervisors have questions about how to terminate a position, they may visit the Human Resources department.

## **Re-hires & Transfers**

Students may change jobs while employed as work-studies and/or part-time as needed employees. It is the student's responsibility to notify their supervisor and either Human Resources or the Work-Study Program Coordinator of their job change. Work-study students will not be paid at their new position until a new permission slip has been completed.

Student employees who leave a job are eligible to be re-hired if they maintain student eligibility for work-study and part-time as needed positions.

## **Evaluations**

Nearing the end of the Fall/Spring semesters, an evaluation form is sent to the student employee supervisors. The evaluations indicate whether a supervisor would like to retain or not retain a student.

If a supervisor does not wish to retain a student, they must inform the student of their decision.

## **STUDENT EMPLOYEE POLICIES**

### **Copyright Policy**

Science & Arts complies with the Digital Millennium Copyright Act (DMCA).

### **Dress Code**

Science and Arts University does not require its student employees to adhere to a uniform dress code. It is up to the discretion of the employing department to implement their own as different jobs on campus call for varying dress codes. Some jobs may require more formal attire, while other jobs may be better suited for more casual attire. Supervisors should make clear to their student employees what is and is not appropriate. If the student is unclear what is appropriate, then they should contact their direct supervisor for clarification.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 is a federal law which requires that:

- A written institutional policy must be established and
- A statement of adopted procedures covering privacy rights of students must be made available via annual notice in the catalog to currently enrolled students.

Science & Arts shall maintain the confidentiality of educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are attending or attended the University. Student employees may have access to educational and financial records containing personally identifiable information about current and former students, the unauthorized disclosure of which is prohibited by the previously disclosed Act.

**If it is found that a student has violated FERPA, they will be immediately terminated from their position and will be reported to the Dean of Students for appropriate disciplinary action.** Student employees who have access to student records will undergo FERPA training and may be required to sign the FERPA agreement.

The full FERPA statement can be found in the [course catalog](#).

### **Nepotism**

Student Employees may not be supervised directly or indirectly by another person related to them by blood or marriage.

### **Policy on Romantic and/or Sexual Conduct with Students and Supervisors**

All faculty, staff, and student supervisors are held to the standards set forth in Science & Arts personnel policies. Supervisors of student employees must not engage in romantic and/or sexual conduct with an employee who reports directly or indirectly to them.

Supervisors include:

- Faculty
- Staff, includes full-time/part-time employees.
- Students who oversee their peers while working as student employees.

### **Social Media Policy**

Student employees shall not disclose confidential or proprietary information about the University of Science and Arts of Oklahoma, students, employees, or alumni. Disseminating any confidential information through social media is prohibited. This includes posting text messages, phone calls, pictures, audio recordings, or video recordings through any social media platform (I.e., Instagram, Snapchat, Facebook, Yik Yak, Tik Tok, etc.) Student employees must follow the applicable federal requirements such as FERPA and Health Insurance Portability and Accountability Act (HIPAA). Student employees must adhere to all university privacy and confidentiality policies.

Student employees who disclose confidential information will be terminated from their position.

### **Student Employee Grievances**

If a student employee has a work-related concern or needs to file a grievance about their workplace or supervisor, they can contact the Human Resource office at [hr@usao.edu](mailto:hr@usao.edu) or call 405-574-1225.

Examples of an employee grievance or workplace concern are:

- Exceeding 30 hours in a pay period (two-weeks).
- Complaint about egregious supervisor behavior.
- Unsafe work environment (harassment, quid pro quo, threatening co-worker, etc.)
- Being asked to volunteer hours for a job you have been hired for.

### **Student Employee Injury on the Job**

All employees of Science & Arts are covered by Workers' Compensation automatically when they are placed on the payroll. Workers' Compensation covers only those accidental injuries and occupational diseases or infections arising out of and in the course of employment. Incurred costs are screened by the State Insurance Fund to ensure the charges are usual, reasonable, and customary.

If injury occurs, a student employees' supervisor should be immediately notified so medical attention can be provided. Supervisors must notify Human Resources at 405-574-1225 or [hr@usao.edu](mailto:hr@usao.edu), as soon as possible after an accident so all necessary paperwork and claims can be filed.

### **Use of University Property, Equipment and Resources**

The use of Science & Arts property and resources by student employees shall be limited to Science & Arts business and not personal use.

This includes:

- Facilities
- Supplies
- Computers
- Equipment (telephones, faxes, copy machines, tablets, printers, etc.)

All records (including e-mail, voice mail and other messages) generated or stored on Science & Art computers or network systems are considered Science & Arts records. Science & Arts reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person's use of Science & Arts computers and/or systems constitutes his or her consent to this access and disclosure.

Problems with Science & Arts equipment should be immediately reported to your supervisor.

### **Tobacco and Drug Free Campus**

The University of Science & Arts of Oklahoma is a tobacco, drug, and smoke free campus. Science & Arts policies can be viewed in the [Student Handbook](#).

### **APPENDIX A – Forms**

Sample Time Sheet(s)

Sample Permission Slip

Confidentiality Agreement

Student Employee Statement of FERPA Understanding

Student Employee Additional Hours Request Form

Student Employee Request Form

# EXAMPLE

## Fall 2022 Federal Work Study Time Sheet

University of Science and Arts of Oklahoma

Last Name: Doe First: John MI: F  
ID Number: 100012345 Department: Campus Co-op

- Students **must** sign and return their permission slip to the Financial Aid Office before they will be eligible to work.
- Student employees should keep this time card up-to-date by filling in hours worked daily.

\*\*\*ROUND TO THE NEAREST 15 MINUTES\*\*\*

### TIME PERIOD (CIRCLE ONE)

08/22/22-08/27/22

08/28/22-09/10/22

09/11/22-09/24/22

09/25/22-10/08/22

10/09/22-10/22/22

10/23/22-11/05/22

11/06/22-11/19/22

11/20/22-12/02/22

WEEK 1	HOURS WORKED	WEEK 2	HOURS WORKED
SUN		SUN	
MON	4	MON	3
TUES		TUES	3
WED	4	WED	2
THURS		THURS	2
FRI	2	FRI	
SAT		SAT	
WEEKLY TOTAL	10	WEEKLY TOTAL	10

Actual hours worked must be recorded in these columns. Scheduled hours (i.e., 7-11, 8-12) should not be recorded here.

Students can work up to 10 hours a week. Special approval from the financial aid office must occur before a student can work over 10 hours in a week and over 20 hours in a pay period.

TIME SHEETS ARE DUE ON THE FINAL FRIDAY OF EACH PAY PERIOD. STUDENTS WORKING SATURDAYS HAVE UNTIL NOON THE FOLLOWING MONDAY UNLESS OTHERWISE STATED.

TOTAL HOURS WORKED 20

\*\*\*\*\*STUDENTS MAY NOT WORK WHEN THEY ARE SCHEDULED TO ATTEND CLASSES\*\*\*\*\*

### HOLIDAYS (DO NOT WORK)

September 5, 2022 (Labor Day)  
November 24, 2022 (Thanksgiving)

Students are not permitted to work during federal holidays. Please keep these dates in mind. Students have the right to refuse a supervisor's request to work on a holiday.

We certify that this is an accurate log of hours worked.

Employee's Signature: John Doe

Supervisor's Signature: [Signature]

⚡ MUST BE TURNED IN BY A SUPERVISOR OR BY THE STUDENT IN A SIGNED, SEALED ENVELOPE

# EXAMPLE

## Fall 2022 Federal Work Study Time Sheet

University of Science and Arts of Oklahoma

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

ID Number: \_\_\_\_\_ Department: \_\_\_\_\_

- Students **must** sign and return their permission slip to the Financial Aid Office before they will be eligible to work.
- Student employees should keep this time card up-to-date by filling in hours worked daily.

**\*\*\*ROUND TO THE NEAREST 15 MINUTES\*\*\***

### TIME PERIOD (CHECK ONE)

08/22/22-08/27/22

08/28/22-09/10/22

09/11/22-09/24/22

09/25/22-10/08/22

10/09/22-10/22/22

10/23/22-11/05/22

11/06/22-11/19/22

11/20/22-12/02/22

WEEK 1	HOURS WORKED	WEEK 2	HOURS WORKED
SUN		SUN	
MON		MON	
TUES		TUES	
WED		WED	
THURS		THURS	
FRI		FRI	
SAT		SAT	
<b>WEEKLY TOTAL</b>		<b>WEEKLY TOTAL</b>	

Actual hours worked must be recorded in these columns. Scheduled hours (i.e., 7-11, 8-12) should not be recorded here.

Students can work up to 10 hours a week. Special approval from the financial aid office must occur before a student can work over 10 hours in a week and over 20 hours in a pay period.

TIME SHEETS ARE DUE ON THE FINAL FRIDAY OF EACH PAY PERIOD. STUDENTS WORKING SATURDAYS HAVE UNTIL NOON THE FOLLOWING MONDAY UNLESS OTHERWISE STATED.

**TOTAL HOURS WORKED**

**\*\*\*\*\*STUDENTS MAY NOT WORK WHEN THEY ARE SCHEDULED TO ATTEND CLASSES\*\*\*\*\***

### HOLIDAYS (DO NOT WORK)

September 5, 2022 (Labor Day)  
November 24, 2022 (Thanksgiving)

Students are not permitted to work during federal holidays. Please keep these dates in mind. Students have the right to refuse a supervisor's request to work on a holiday.

*We certify that this is an accurate log of hours worked.*

If a student and supervisor are filling out the pdf version of their time sheet to turn in - the signatures must be digital. Typed signatures will not be accepted and will result in the time sheet being returned to the supervisor.

Employee's Signature: John Doe

Supervisor's Signature: Bob Bobberton III

**Digital or physical signatures are required. No typed signatures will be accepted.**

**⚡ MUST BE TURNED IN BY A SUPERVISOR OR BY THE STUDENT IN A SIGNED, SEALED ENVELOPE**

# EXAMPLE

## Fall 2022 Federal Work Study Time Sheet

University of Science and Arts of Oklahoma

Last Name: Stavros First: Courtney MI: E.  
ID Number: 100012345 Department: America Reads + Math Counts

- Students **must** sign and return their permission slip to the Financial Aid Office before they will be eligible to work.
- Student employees should keep this time card up-to-date by filling in hours worked daily.

\*\*\*ROUND TO THE NEAREST 15 MINUTES\*\*\*

### TIME PERIOD (CIRCLE ONE)

08/22/22-08/27/22

08/28/22-09/10/22

09/11/22-09/24/22

09/25/22-10/08/22

10/09/22-10/22/22

10/23/22-11/05/22

11/06/22-11/19/22

11/20/22-12/02/22

WEEK 1	HOURS WORKED	WEEK 2	HOURS WORKED
SUN		SUN	
MON	2	MON	4
TUES	2	TUES	3
WED	3	WED	
THURS	2	THURS	
FRI	1	FRI	3
SAT		SAT	
WEEKLY TOTAL	10	WEEKLY TOTAL	10

Total Hours Reading

13

Total Hours Math

7

Total hours/minutes of reading and math should be recorded in these two boxes.

Actual hours worked must be recorded in these columns. Scheduled hours (i.e., 7-11, 8-12) should not be recorded here.

Students can work up to 10 hours a week. Special approval from the financial aid office must occur before a student can work over 10 hours in a week and over 20 hours in a pay period.

TIME SHEETS ARE DUE ON THE FINAL FRIDAY OF EACH PAY PERIOD. STUDENTS WORKING SATURDAYS HAVE UNTIL NOON THE FOLLOWING MONDAY UNLESS OTHERWISE STATED.

TOTAL HOURS WORKED 20

\*\*\*\*\*STUDENTS MAY NOT WORK WHEN THEY ARE SCHEDULED TO ATTEND CLASSES\*\*\*\*\*

### HOLIDAYS (DO NOT WORK)

September 5, 2022 (Labor Day)

November 24, 2022 (Thanksgiving)

We certify that this is an accurate log of hours worked.

Employee's Signature: C Stavros

Supervisor's Signature: [Signature]

Students are not permitted to work during federal holidays. Please keep these dates in mind. Students have the right to refuse a supervisor's request to work on a holiday.

MUST BE TURNED IN BY A SUPERVISOR OR BY THE STUDENT IN A SIGNED, SEALED ENVELOPE

# EXAMPLE

## Spring 2023 SCIENCE & ARTS WORK STUDY PERMISSION SLIP

1727 W. Alabama, Chickasha, OK. 73018 (405) 574-1353

**Name:** John Doe **Student ID:** 100012345

**Department Position/Supervisor:** Campus Co-Op (Food Pantry Monitor), Bob Bobberton III, Lisa Hanks

**Job Location:** Lawson Court Clubhouse

**Work Agreement Period:** 01/12/2023 - 04/28/2023

**Work-Study Eligibility:** \$1200

**Hours Per Week:** 10 **Rate of Pay:** \$8 per hour.

The work agreement period refers to the time that a student can work (usually the length of a semester). No student can work before or after these dates.

Job purpose, job qualifications, and duties and responsibilities come from the supervisor's job description. The job description is supplied to the student via email in their new hire paperwork. It is also available upon request from the financial aid office.

**Job Purpose:** To support the mission of the food pantry by helping the staff of the Campus Co-Op manage inventory of food(s) available to the USAO student community. And to help assist the restocking of food pantry needs.

**Job Qualifications:** Full-time USAO Student. Follow basic food safety guidelines. Handle extensive contact with students. Be punctual, dependable, and reliable. Listen, be polite, and serve in a professional manner, no matter the circumstance.

**Duties and Responsibilities:** Protect the confidentiality of pantry users. Check expiration dates on food and move items with closet expiration dates to the front. Fulfill users' food request forms. Check items that have been donated to make sure they are sealed and not expired. Sort through food items daily and discard any damaged or expired food. Help unload groceries into pantry, take recycling out, and restock. Be able to deliver items to students if needed. Other duties/responsibilities as assigned.

**Rights and Responsibilities:** Students are to complete their time sheet daily before they leave the work site. It is Federal Fraud to report hours that were not worked. Supervisors should check the time sheet to verify the accuracy, make sure the signatures are complete and submit it directly to the Financial Aid Office. The responsibility to monitor the student's actual earned federal work-study hours rests with the supervisor and the student.

Work-study is regulated by *The Fair Labor Standards Act of 1938*, as amended. This prohibits employers from accepting voluntary services from any paid employees, including work-studies.

**Work-study positions are assigned for the current enrollment period only and for the amount designated on this document.** By the virtue of the student's employment at Science & Arts, they may have access to records, which contain individually identifiable information the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1974*. It is the student's responsibility to maintain absolute confidentiality of all information accessed in the performance of their job. The intentional disclosure of this information to any unauthorized person violates Science & Art's policies and could subject the student to criminal and civil penalties imposed by law. The student may be terminated for any abuse of the Federal Work-Study or Science & Arts policies. Federal Work-Study is a privilege, not a right. Students who do not meet satisfactory academic progress standards will be removed from the program.

A completed permission slip must be returned to the Financial Aid Office before a student begins work. **Students will not be paid for work completed without a signed permission slip.**

**Timesheets Due:** The payroll week is from Sunday through Saturday. Supervisors should turn in time sheets by 5:00 p.m. on the last Friday of each pay period. If the student is assigned to work on the weekend, the time sheet must be turned in before noon on the following workday. Time sheets received late will be paid on the following payroll. Students cannot turn in their own timesheet.

**Work Study Rules:** Both the student and the supervisor must be familiar with the guidelines and restrictions outlined in the permission slip. If the work study rules and procedures are not observed, the Financial Aid Office reserves the right to remove the student from the work study program and/or the position from funding.



- Students are assigned a dollar amount based on a specific number of hours of work each week. Students may not work over that designated number of hours in any week without special permission from the Financial Aid staff. This does not allow for a student to make up hours missed in the previous pay periods.
- Work study positions that are not represented by a time sheet within any four-week period **will be removed** from the program.
- If changes to a work study position need to be made (ex: change in supervisor, position, or if a work study is removed from a position, etc.) then the Financial Aid office must be notified in advance of any changes. This ensures that all changes are correctly reflected in the necessary paperwork and makes certain a new permission slip can be issued as needed.
- Work study is regulated by the Federal College Work Study program policies and procedures and also by the U.S. Fair Labor Standard Act (FLSA). All final rights and responsibilities of the supervisor, employee and employer (USAO) must apply accordingly to this law.
- Students may not work their work-study hours when they are scheduled to attend classes.
- Students may not work on federal holidays.

**Work-Study Evaluations:** Supervisors will submit evaluations at the end of each semester in order to request the return of work-studies for the following semester.

**Certification:** By signing this form I certify that I have read and agree to the work-study rules and regulations on all pages of the work-study permission slip.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



The permission slip is a combination of the job description, federal college work study rules, applicable federal/state regulations, and other "housekeeping" reminders. Signing this permission slip entails that you not only understand what has been stated, you also agree to abide by the rules and regulations set forth.

**Students cannot begin working until a signed and dated permission slip by both the supervisor and student is returned to the financial aid office.**

## Confidentiality Agreement

As an employee, student employee, work study student, volunteer, intern, or co-op student at Science & Arts, I may have access to sensitive or confidential information. This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information.

I understand that Science & Arts expects me to hold in confidence any information I may become privy to in the course of my work, volunteer activities, work study, internship and/or co-op. Because this information is solely available to me as a result of my employment, work study, volunteer activities, internship or co-op, I will not discuss, use, forward, print, copy, photograph, record or otherwise disseminate any confidential or sensitive information that is given, shown, or available to me, or which otherwise comes to my attention, for purposes outside the legitimate scope of my work.

Examples of confidential information that I may become aware of during the course of my employment, volunteer activities, work study, internship or co-op at Science & Arts include, but are not limited to:

- Information regarding the financial circumstances, giving and payment records, or financial aid status of students, prospective students, employees, associates, donors, alumni, guests, and the family members of the aforementioned, as well as those of corporations and other organizations which have an established or potential relationship with Science & Arts.
- Information from or regarding the educational records of students, prospective students, alumni, employees, donors, associates and guests of the university.
- Information regarding the physical or mental health or personal affairs of any of the aforementioned individuals.
- Information pertaining to Science & Arts' finances or budget, public relations plans or details, communications plans or details, or other internal or sensitive institutional information
- Information regarding access to Science & Arts' electronic files of any kind, and information pertaining to intellectual property of any kind, written or unwritten.

I further agree that during the term of my employment/association and following my separation with such employment/association, I will be bound by this agreement. I am aware that failure to abide by this agreement may subject me to disciplinary action up to and including my immediate termination from my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Print Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



University of  
**SCIENCE  
& ARTS**  
of Oklahoma

1727 W. Alabama  
Chickasha, OK 73018  
usao.edu | (405) 574-1225

## Student Employee Statement of FERPA Understanding

\_\_\_\_\_  
Department

\_\_\_\_\_  
ID #

I understand that by the virtue of my employment at Science & Arts, I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Science & Arts policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Print Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



**REQUEST FOR STUDENT EMPLOYEE  
TO WORK ADDITIONAL HOURS**

This form is to be completed by supervisors to request work hours in excess of the hours allowed under Science & Arts policy. This form must be completed and submitted **at least 5 business days prior** to students working additional hours. Requests may be denied if there is inadequate time to review them.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_ Federal Work Study  Part Time As Needed

Supervisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Required Information**

1. Number of Additional Hours per Week Requested: \_\_\_\_\_
2. The Expected Duration of the Additional Hours: \_\_\_\_\_
3. Explanation of work that needs to be completed and why additional hours are required:

**Signatures**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Office/Human Resource

\_\_\_\_\_  
Date



## Student Employment Request Form

Please Contact Human Resources or the Financial Aid Office with any questions.

Part Time As Needed Contact: 405-574-1225/hr@usao.edu.  
Federal Work Study Contact: financialaid@usao.edu/405-574-1251

### Department and Supervisor Information

<b>Department Name:</b>	<b>Department Location:</b>
<b>Supervisor Name:</b>	<b>Supervisor Office Phone Number &amp; Email:</b>

### Job Information

<b>Student Employment Type: FWS</b>		<b>Part Time As Needed</b>	
<b>Student Job Title:</b>	<b>Job Location:</b>		
<b>Number of Positions:</b>	<b>Term Requested:</b>		
	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Evening Work:</b>	<b>Weekend Work:</b>	<b>Major Preference:</b>	<b>Hourly Rate:</b>
<b>Yes    No</b>	<b>Yes    No</b>		
<b>Job Purpose:</b>			
<b>Duties &amp; Responsibilities:</b>			
<b>Qualifications and Skills:</b>			