



# Work-Study Agreement Rules

Student Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Job Assignment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## ELIGIBILITY REQUIREMENTS

- ✓ The Financial Aid Office will determine your work-study eligibility. This eligibility is based on the results of your financial aid application and any other required documents.
- ✓ You must have at least a 2.0 GPA and meet satisfactory academic progress requirements.

## TIMESHEET

- ✓ All students are responsible for completing their own timesheet. Your name, UIN and department where you work are indicated at the top of your timesheet.
- ✓ You must record on your timesheet the time and hours that you worked. You will not be paid for lunch hours.
- ✓ You are responsible for an accurate timesheet.
- ✓ You can only earn work-study hours outside of classroom time.
- ✓ You and your supervisor must sign your timesheet electronically (off campus supervisors may be required to sign a paper copy).
- ✓ Timesheets must be submitted electronically, by your supervisor, to the Payroll Department by 9 a.m. on the scheduled due date.
- ✓ Your pay will be delayed if your timesheet is not submitted on time. You may contact your supervisor or the OneStop Office for current deadlines.

## PAYROLL

- ✓ There are three options for receiving your paycheck (paper check, direct deposit or applied to your BankMobile account). Please check with your OneStop Office for details.
- ✓ If you owe Baker College money for tuition, books, etc., you should stop into the OneStop Office to set up a payment plan.
- ✓ Paychecks are issued on a semi-monthly basis

## GRADES

- ✓ You must have and maintain a 2.0 GPA and meet satisfactory academic progress to remain on the work-study program.
- ✓ Financial Aid will monitor your grades throughout the school year. Your grades are the most important consideration while attending Baker College. If you ever feel your job is interfering with your schoolwork, please talk to your supervisor.

## DRESS CODE

- ✓ You represent Baker College as a student employee. For non-office positions, consult with your supervisor to determine the department dress code.
- ✓ For **office** positions, students should dress in appropriate attire for an office setting. Dresses, dress pants, dress shirts/blouses and dress skirts are acceptable. **No** denim shorts, t-shirts, tennis shoes, sandals, tight clothing or any other type of distracting clothing will be allowed.
- ✓ All students must maintain proper hygiene. Violation of this rule could result in being sent home. Continued violation of this rule may result in termination.

## **ABSENTEEISM**

- ✓ If you are going to be absent from work, for whatever reason, you **must** contact your supervisor. Excessive absenteeism, being late or not calling in may be grounds for termination from your job.
- ✓ It is required that you put forth your best efforts in attendance and performance.

## **TERMINATION AND LAYOFFS**

- ✓ There may be disciplinary action for an inaccurate timesheet.
- ✓ If you are not performing your job satisfactorily, you will be given an evaluation. Your work performance will be monitored for a specified period of time. At the end of this time period, a determination will be made on your continued employment.
- ✓ Evaluations may be given for positive performance also.
- ✓ Work-study is a type of financial aid in which no unemployment benefits are paid. **YOU ARE NOT ELIGIBLE FOR UNEMPLOYMENT FROM THE WORK-STUDY PROGRAM.**

## **CONFIDENTIALITY**

- ✓ You are expected to keep all information you have access to confidential. **Failure to adhere to this rule will be grounds for immediate dismissal.**
- ✓ Stealing and disseminating confidential information is illegal and may result in felony charges. Any violators will be prosecuted.

## **OTHER INFORMATION**

- ✓ Cell phone usage during work hours is prohibited.
- ✓ Accessing your online classes during work hours is prohibited.
- ✓ You are not allowed to access any of your personal accounts on the Internet (i.e. Facebook, Twitter, E-mail, etc.) while you are working.
- ✓ College work-study is financial aid. The limit of earnings is based on your award and the hours available at your job assignment. Once you have reached your full award, you will not be able to work any additional hours. See the OneStop Office regarding eligibility questions.
- ✓ There is the possibility of not being able to earn your full award because of limited hours at your job assignment. You will only be paid for the hours you work.
- ✓ Any change in your enrollment status or financial aid can result in a reduction in hours you are able to work.
- ✓ You may be able to work during non-enrollment periods. You will need to check with your supervisor and financial aid to see if you are eligible.
- ✓ You are not allowed to work during your scheduled class time.
- ✓ Baker College prohibits any form of bullying or harassment. Please refer to the Anti-Bullying/Harassment Policy in the Student Handbook. Violations of this policy will not be tolerated and shall result in discipline up to and including discharge.

## **TRAINING**

- ✓ In addition to the training necessary for your job, you will be required to complete additional training for compliance with our human resource requirements. This training will be taken on any computer with internet access and can be completed during work hours. Detailed instructions on how to access the trainings will be emailed to you. Failure to complete the required training may result in the loss of employment.

**I certify that I have read and understand the preceding work-study rules and procedures.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Submit form to [financialaid@baker.edu](mailto:financialaid@baker.edu)***