Welcome to the Florida Institute of Technology Federal Work-Study Program! The Office of Student Employment would like to wish you great success in all of your pursuits during this academic year. The following are the requirements, rules and policies surrounding the Federal Work-Study Program.

**Enrollment/ Eligibility Requirements**

You must have been awarded Work-Study as part of your Financial Aid package for the current academic year. You must maintain full-time enrollment and maintain a 2.0 GPA at Florida Tech. If you graduate, withdraw, are dismissed from the university, drop below full-time enrollment or drop below a 2.0 GPA at ANY point in the term, you immediately cease to be eligible to work in this program.

**Class Schedule**

Federal Regulations prohibit students from working during their scheduled class times. You should provide a copy of your class schedule to your supervisor at the beginning of each term and arrange a schedule which does not conflict with your classes. You may not work during scheduled class times. This schedule does not have to be set in stone; however, you should make every attempt to maintain a regular work schedule. Calling your supervisor when you cannot make a scheduled shift is not only courteous, but it is also professional.

**Employee Expectations**

You are expected to take your job seriously and perform the duties to the best of your ability. This means coming to work on time, working your scheduled hours, notifying your supervisor in advance if you will not be able to work your schedules shift, and completing in a satisfactory manner the tasks assigned to you by your supervisor. You are not paid to study. In order to receive your work-study allotment you must work and report your hours each pay period as directed by your supervisor. Your Work-Study job is a great place to learn professionalism. You are expected to act in a businesslike and appropriate manner on the job; this includes giving notice to your employer if you decide to resign from your work-study position.
Employee Rights

You have the right...

- To be treated fairly and equitably
- To know what is expected of you
- To be informed about your work performance
- To an explanation if you are terminated
- To review your employment file, including evaluations
- To use your campus job as a reference for future employers

Employee Rights posters are available for your perusal in the Human Resources office located on the first floor of the Work Building.

Maximum Allowed Hours

You may work in only one work-study position at any given time. You may be paid from Federal Work Study Program funds for no more than 20 hours per week (40 hours total per bi-weekly pay period).

Hours / Timesheets/ Allotment Balance

It is the supervisor and student’s responsibility to keep track of a student’s worked hours. At the beginning of your employment, your supervisor will teach you how to enter your work hours in on the Web Time Entry (WTE) system on PAWS. Additionally, FWS students are required to complete paper timesheets that will be sent to the Student Employment office for verification. Timesheets should be filled out every day worked, with the amount of hours worked written in 15 minute increments. They should be completed in ink and signed by both supervisor and employee BEFORE sending to Student Employment office.

It is also the supervisor and student’s responsibility to keep track of the student’s remaining Work-Study allotment balance. At the beginning of employment you will be given an hours tracking form for the purpose of tracking your awarded allocation and the balance on a bi-weekly basis. Please keep a close watch on your remaining FWS allotment. This award amount may not be exceeded.

Pay Schedule

Florida Tech Student Employees are paid on a bi-weekly schedule. On paydays (every other week), students may pick up paychecks in their employing department or may register for Direct Deposit with the Student Employment Office or the Controller’s Office. Direct Deposit is highly recommended.
Termination Policy and Inappropriate Behavior

The Student Employment Office utilizes a “3 Strike” Policy with regard to student employee terminations. In the event that either party is dissatisfied with the employment relationship, employment may be terminated. In this circumstance, a Termination form must be filled out, signed by both parties and submitted to the Student Employment office. Depending on the circumstances of the termination, the student may seek employment elsewhere, however the Termination form from the previous job will be filed in the student’s record and the new employer will be informed of the termination circumstances. If in the event the 2nd employment relationship is not satisfactory, the student’s file will be reviewed and the Student Employment office will make a decision on whether or not a 3rd job may be taken.

Supervisors are encouraged to use designated counseling techniques in the event of an Employee/Employer conflict. There will be times when the relationship between the student employee and the employer does not work. This happens in all forms of employment. However, when situations like this occur in the Federal Work-Study program we need to remember that the primary goal of the FWS program is Student Development. Both the employer and the employee share the responsibility of addressing problems, which may occur during the course of the student’s employment. If you have any concerns regarding a conflict with your supervisor, please contact the Student Employment Office immediately.

Any student who commits a serious infraction of the Florida Tech Code of Conduct, such as falsifying time records, misuse of university equipment or supplies, breach of confidentiality or harassment, will be subject to disciplinary action by the appropriate campus authority. Students who have been proven to have engaged in such conduct may expect serious consequences, including termination from the Federal Work-Study Program. Please see Code of Conduct and University Disciplinary System Student Handbook: [http://www.fit.edu/studenthandbook/](http://www.fit.edu/studenthandbook/)

Dress Code

Student employees are expected to dress appropriately while at work. It is understood that students are attending classes in between their scheduled work hours, and as such casual attire is accepted at most job locations. Some departments, however, have a stricter dress code. Each department will have its own standards for dress; however, some basic rules apply for all departments; revealing and distracting clothing are discouraged in any work environment. Consult your immediate supervisor for dress code concerns or questions.

Sexual Harassment
The university administration, faculty, staff and student employees are free from sexual harassment. The reporting of sexual harassment concerns or complaints is encouraged and expected from all Florida Tech Employees and students. Corrective measures will be taken to stop sexual harassment whenever it occurs. The Sexual Harassment Policy and Procedures can be viewed in the Florida Tech Employee Handbook: http://www.fit.edu/hr/documents/Resources/Employee%20Handbook%20(2007).pdf

Getting Work-Study Next Year

Your Federal Work-Study award expires at the end of the Spring Term, unless previously cancelled. Any unearned allocation remaining at the end of the academic year will be considered forfeit. For instructions on how to apply for Federal Work-Study for the next academic year please contact the Florida Tech Office of Financial Aid at (321) 674-8070.

Important Contact Information:

Florida Institute of Technology
Career Management Services
150 W. University Blvd.
Melbourne, FL 32901

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