

Student Employee



Supervisor Handbook

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Student Employee & Supervisor's Handbook

INTRODUCTION

Federal Work-Study (FWS) is a federal financial aid work program funded by the United States Department of Education. The college administers this program in accordance with the laws, federal regulations and instructions issued by or on behalf of the Department of Education, as well as its own institutional policies.

Institutional Work-Study (CWS) is an institutional work program funded by Connors State College through your departmental budget. The college administers this program in accordance with the laws, federal regulations as well as its own institutional policies.

QUALIFYING CRITERIA AND APPLICATION PROCEDURES

In order to qualify for a FWS award, students are required to file the Free Application for Federal Student Aid (FAFSA) which can be completed at www.fafsa.ed.gov.

Students must also meet the following conditions:

- 1) Demonstrate financial need through the financial aid application process, receive a FWS award and accept the offer.
- 2) Maintain good standing and satisfactory academic progress while employed in the program.
- 3) Be enrolled in at least 6 credit hours during fall/spring or 3 credit hours during summer. Institutional Work-Study students must be enrolled to work during the summer semester.
- 4) Cannot be in default on any federal Title IV loan program and cannot owe a repayment of a federal grant or scholarship.

Additional information concerning qualifying for the FWS program can be obtained from the Office of Financial Aid.

Student eligibility to participate in the FWS program is reviewed annually. FWS awards are given for the academic year (approximately August - May). Students who receive an award from this program and are interested in working should check the CSC financial aid website for job postings. They can also check with the Financial Aid Office.

Federal work-study students cannot be employed in an institution's external profit-making activities. For example: An institution that rents an athletic field to a private agency such as a private sports club cannot employ a federal work-study student to sell tickets for the event. Also, federal work-study employment in an institutional office coordinating rental of the athletic field

would not be acceptable, since it involves administrative functions connected with the profit-making activities of the institution

NOTE: NO STUDENT MAY BEGIN EMPLOYMENT UNDER THE FEDERAL WORK-STUDY or INSTITUTIONAL WORK-STUDY PROGRAM UNLESS FIRST APPROVED BY THE FINANCIAL AID OFFICE.

Connors full-time and part-time staff are ineligible for work-study funds.

A Federal Work Study Award does not assure the student of a job, but indicates their eligibility to seek STUDENT EMPLOYMENT. If the student successfully obtains campus employment, the following forms must be completed:

1. Student Employment Application (to be submitted to the supervisor)
2. Student Work Request (must be completed by Supervisor or Work Study Students)
3. I-9 Form
4. Provide proof of employment eligibility (copies of the following documents are required)
 - a) Valid driver's license or state issued ID
 - b) Social Security Card
 - c) Or other Valid form listed on the back of the I-9
5. W-4 Form
6. Student Payroll Disbursement Form
7. Automatic Deposit Transmittal (optional if student would like to receive direct deposits)
8. Statement of Understanding of the Family Educational Rights and Privacy Act (FERPA Policy)
9. Loyalty Oath

Students are not allowed to begin working and will not receive a timesheet through self-service in banner until the supervisor and the student have completed all the necessary forms in the Financial Aid Office. Supervisor would then be notified by payroll that a timesheet is available and that the student can begin working.

Adjunct faculty are not eligible to employ a student worker.

International students must comply with INS regulations prior to beginning a FWS or CWS job. Additional paperwork and deductions may apply and will be withheld in compliance with tax treaty of their country.

COMMUNITY SERVICE

Institutions are required to allocate a percentage of work-study funds for community service employment.

Community service positions must be designed to improve the quality of life for community residents. Health care, child care, literacy training, education (tutorial), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement are examples of community service areas. Services must be available to the general public.

Community service programs may be located on or off campus.

Institutions are required to allocate a percentage of federal work-study funds to the America Reads/Family Literacy tutoring program. There is no employer match of funding. Students interested in this type of community service employment must qualify for work-study as well as meet criteria established by the college

Community Service Offices are: Library Learning Center, Warner Elementary School (must complete background check)

Institutional Work-Study Employment

Campus Non Federal Work-Study Employment is student employment governed only by College policy and standard wage and labor laws. It operates in an identical manner to FWS except students do not have to demonstrate financial need to be hired. The institution provides 100% funding without contribution from the federal government. Opportunities for non FWS employment are extremely limited; preference is given to on site FWS eligible students. Contact Financial Aid Office for details of the process.

ACADEMIC PROGRESS

Students receiving financial aid and CWS will be subject to the following requirements for maintaining satisfactory academic progress:

1. Students must successfully complete an overall minimum of 2/3 of all attempted credit hours.
2. 0-30 attempted hours minimum GPA is 1.7 (Freshman)
3. 31 or more attempted hours (Sophomore), undergraduates **must** maintain a 2.0 cumulative grade point average or better.

The student employee must maintain a scholastic average as set forth in the Financial Aid Satisfactory Academic Progress Policy in order to continue in the student employment program in good standing. Failure to maintain such satisfactory and measurable progress places the student on work probation.

NOTE: Federal and institutional work-study students *must* meet the minimum GPA requirements to continue on the work study program.

Hiring International Students

Immigration regulations place certain restrictions on hiring foreign students who are enrolled in educational institutions in the United States. Enrolled international students with F-1 status are entitled to work for Connors State College in any position on campus as long as the department has institutional money available and the student has a **U.S Passport**. To work either part-time or full-time off campus, these students must obtain permission from the US Office of Immigration. All paperwork must be completed with Financial Aid office. Additional deductions may apply and will be withheld in compliance with the tax treaty of applicable country each pay period.

Student must have a valid SSN which show that the student is eligible to work or a U.S. Passport.

Dual Positions

Students may be employed at more than one location on campus. Federal Work-Study employees who need more than one job to earn their full FWS award need to coordinate work hours with supervisors so that neither earnings nor hours of work limits are exceeded. Students can be scheduled for a maximum of 15 hours per week while classes are in session and 20 hours per week during scheduled breaks (Summer). Supervisors must insure that students do not exceed 20 hours per week. Supervisors may approve occasional exceptions to work a student more than 20 hours per week but this must be approved through the Financial Aid office first.

If at student works more than 20 and was not approve prior to, supervisor and student could face the loss of a student work. ALL DUAL positions must be approve via the Financial Aid Office and will only be approved in extreme circumstances.

EMPLOYER/SUPERVISOR RESPONSIBILITIES

EMPLOYMENT PLANNING

Institutional Work-study students are expected to perform a job for the institution during their employment. Students should not be allowed to do class work during scheduled work hours unless prior approval by the supervisor has been given and all job task have been completed. The Federal Work-study program also allows student to work on studies if supervisor approves during down time. **Study time should not exceed 15% of work schedule.**

Each department is expected to employ only the number of student workers **actually needed for the academic year**. Furthermore, the employing department is expected to provide meaningful work and provide each student with enough working hours to earn his or her entire award.

REHIRES

Remind your student employees in October to reapply for financial aid for the upcoming academic year. **STUDENTS WHO ARE WORKSTUDY REHIRES WILL NOT RECEIVE WORKSTUDY MONIES AUTOMATICALLY. THEY MUST SUBMIT A FAFSA EVERY YEAR AND GO THROUGH THE PROCESS WITH ALL OTHER STUDENTS.**

All students should make sure they keep track of the status of their financial aid files. The financial aid packaging system awards on a 9-month period of enrollment (Fall-Spring). If a student is planning to attend the summer session, (s)he should make an appointment to discuss funding with a financial aid advisor after enrolling for the summer session(s). The student and FA Counselor will work together to determine summer work-study eligibility.

JOB POSTINGS

To report a job posting, contact the Financial Aid Office. You will need to provide the following information:

1. Job Description which should include the below:
 - a. Supervisor
 - b. Job Title
 - c. Duties
 - d. Qualifications
 - e. Contact Name
 - f. Phone Number
 - g. Location
2. Hours per week Requested
3. Number of semesters and which semester(s)
4. Federal or Institutional Preference

Job postings are posted to the CSC FINAID STUDENT JOBS Site within 3 business day of notification to the financial aid office. The posting will remain on the website until the position has been filled or notification is given to remove posting. Postings may be located outside the Financial Aid Office on a bulletin board.

SUPERVISOR

Each department must designate student employment supervisor(s). The designated supervisor(s) must be a full-time employee. **Students CANNOT supervise other students.** The supervisor is responsible for overseeing the work assigned to and performed by each student employee and for complying with all procedures contained in this manual. Supervisors are also responsible for approving FWS/CWS time sheets, **monitoring student employee earnings and maintaining records for each student.** Timesheets must be submitted by each pay-period deadlines. Non-compliance with deadlines may result in loss of eligibility to supervise FWS/CWS employees. Student workers are not allowed to work outside normal operating hours (8-4:30 Monday-Friday) unless otherwise defined by your department i.e. Library or Success Center.

Each supervisor must have a designated full-time CSC employee to approve timesheets in the event they are not available. The student payroll office must have written authorization allowing the designated employee to approve for the supervisor. The designated supervisor will sign in to self-service to approve the assigned timesheets. Supervisors are responsible for the accuracy of FWS/CWS timesheets and timesheets must be submitted by the supervisor only.

The following records must be maintained by supervisors:

1. A copy of the student's current class schedule, which must be updated each term. The supervisor and student must refer to this class schedule when designating the student's work hours. **A student may not work during scheduled class time. If a supervisor allows a student to work during class time this could result in the loss of student worker eligibility.**
2. Copy of Work-Study Application Form and all other correspondence pertinent to the student employee.

Work-Study Supervisors are also responsible for the following:

1. Ensuring that students have approval to work from Financial Aid and Payroll Offices.
2. Informing the student, of the exact duties and responsibilities of the job.
3. Providing the student with the orientation and training necessary to perform assigned duties.
4. Establishing a schedule of work hours that will be acceptable to both the student and the department.
5. Supervising the development of good work habits. **FWS/CWS students should not be allowed, for any reason, to perform personal errands for faculty/staff or operate private vehicles of faculty/staff.**
6. Certifying and submitting time sheets on a timely basis.
7. Monitoring FWS/CWS wage earnings to ensure that no student earns more than his or her award and that the student stops working when his or her award is fully earned or when the employment period ends. **Individual departments will be responsible and their budgets charged for any earnings beyond the student's total award. Any student employed under the Federal Work-Study/Institutional Work-Study Program must be paid for all hours worked.**
8. Promptly notifying Payroll and Financial Aid Offices when a student's employment is terminated or hours are reduced.
9. Counseling the students if their work is unsatisfactory and give them reasonable time to improve.
10. The Financial Aid Office must have each student sign a "Statement of Understanding of the Family Educational Rights and Privacy Act."
11. Student workers are not allowed access to: keys, long distance codes, copier codes, bookstore charges, grade sheets, and password protected computer access or student records without written or verbal authorization by the supervisor. Supervisors will be held liable for maintaining confidentiality of all student or employee records.
12. Hours can be made up at supervisors' discretion.

INTERVIEWING PROCEDURES

1. The student will bring a Work-Study Application form to you.
2. Discuss your requirements with the student. Include job duties, dress code, departmental policies, etc.
3. If the student meets your requirements, prepare a work schedule for the student.
4. Make a copy of the schedule so both you and the student have a copy.
5. If you accept the student for employment, you and the student must complete the Student Work Request Packet/requisition and return to the Financial Aid Office.
6. **Do not allow a student to begin working in your department before the requisition for student employee has been completed and you have received notification from the Payroll Office.**

STUDENT RESPONSIBILITIES

Required Forms: Students must come to the Financial Aid office to pick up and/or complete employment documents prior to beginning any campus job.

Student Employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from their assignment and from the student employment program.

Any student who accepts a student employee position accepts the responsibility of maintaining professional standards and agrees to the following:

1. Perform his or her job assignment in a serious and responsible manner. **Student employees are required to adhere to the following rules and policies regarding the privacy and confidentiality of student records information:**
 - a. Student records are not to be removed from any CSC office by student employees unless requested to do so by the appropriate supervisor.
 - b. Student employees who are granted access to student record information are accountable for the protection of the information and its contents while it is in their possession.
 - c. Student employees are prohibited from discussing personal record information.
 - d. Student employees should not use CSC equipment or office supplies for personal reasons, except as designated by a supervisor.
 - e. Student employees are prohibited from working with their own records. Students must read and understand these rules and policies relative to privacy and confidentiality for student records information. Students must adhere to the rules governing these privacy and confidentiality rules and policies. Violation of the aforementioned rules or policies may subject a student employee to immediate termination of employment.

- f. Student employees are responsible for asking their supervisor who the designated supervisor is, when the supervisor is not available to approve their timesheet.
2. Follow a predetermined work schedule that is acceptable to both the student and the employer and **not report hours for scheduled class periods**. Student will not be paid for hours not worked.
3. Do not begin working until all required forms/documents have been submitted to the Financial Aid Office by student & supervisor, and supervisor has received approval from the Payroll Office.
4. **Correct Information** –It is important to remember that students and faculty members will depend on you to provide them with accurate information. However, if someone should ask you a question that you are uncertain you know the answer to, you should always be candid in your response. If you do not know the answer to the question, state immediately that you do not know and then offer to help that person find the answer.
5. Notify the appropriate supervisor as soon as possible when illness or other circumstances prevent the student from working. All student worker positions are very valuable to the efficiency and operation of Connors State College.
6. Take into account the time for studying, student activities, personal time and lunch time and breaks between classes. Students are expected to work all scheduled hours each week.
7. Dress appropriately, be dependable and prompt, and conduct themselves in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code. Revealing clothing should not be worn. Nor should pajamas, swimwear, inappropriate graphic t-shirts or other questionable clothing.
8. Submit time worked to your supervisor through Banner self-service. The last work day of the 2 week pay period is every other Friday. Arrangements should be made with the supervisor to verify and approve the student's time sheet in Banner usually by 3:00 p.m. on the 2nd business day following the end of each work period. **Failure to do this may result in delayed payment until the following payroll date.**
9. Discuss any work-related problems with the appropriate supervisor. If the problem cannot be resolved, the student should contact the Financial Aid Director or Assistant Director.
10. Give the supervisor at least one week's notice before terminating a job assignment.
11. Stop working immediately upon earning his or her FWS award. Work-Study contracts are awarded by semester. Hours not worked in one semester are not available to be worked in another semester.
12. Try to establish good working relationships with your supervisor and other department members.
13. Your student employee rights are basic non-discrimination and employment rights, and the right to file grievances. If a problem with a supervisor cannot be resolved by discussion, the

student should follow the grievance procedures. The Financial Aid Office can provide information on this procedure or refer to the abbreviated section in this handbook.

14. Remember that work-study is a regular job and will establish work ethics that will carry over into future jobs.
15. Breaks are at the discretion of the supervisor and are counted as hours worked. However, breaks should not be used to report late or leave early. It is recommended that students take a meal break of at least 30 minutes if they work more than 5 hours. Meal breaks are unpaid
16. Prior to each pay period each student employee will be have an open timesheet in banner. Time sheets should be kept up to date daily as the student works. It is the student's responsibility to verify with their supervisor that timesheet has been submitted.
17. Student employee payrolls must be submitted to the State Finance Office in Oklahoma City. IT TAKES APPROXIMATELY TWO WEEKS FROM THE DATE TIME SHEETS ARE SUBMITTED TO THE STUDENT PAYROLL OFFIC BEFORE CHECKS ARE RECEIVED BY THE BUSINESS OFFICE.
18. If you have any questions, you may contact the Financial Aid Office at CSC Monday-Friday 8:00 a.m. – 4:30 p.m. at the Warner (918) 463-6310 or Muskogee Campus (918) 684-5402.
19. Any type of forgery ie: timesheets, falsifying time, is grounds for immediate termination of current and future employment at Connors State College. Additional disciplinary actions may be taken in compliance with the Federal, State regulations, and CSC Student Handbook. FWS students are subject to U. S. Department of Education, Inspector General Office disciplinary actions.

PAYROLL PROCEDURES

Following the completion and approval of the student work requisition, the Student Payroll Officer will set each student up with an electronic time sheet with an active assignment. The student receives an authorization to work notification from the Financial Aid office and is then asked to report to the Student Payroll Office for time reporting training. (Supervisors may train student in lieu of the payroll office performing the training)

Supervisors should maintain a separate log, calendar or sufficient back-up method to validate entries into the Banner electronic time reporting system. Students are required to log in and out of the Banner electronic time reporting system to enter their time into an electronic time sheet. The supervisor should ensure that the student's time is being properly entered for each day worked.

A student payroll schedule provides supervisors with an activity schedule for student workers. The schedule includes due dates for submitting and approving the time sheet electronically.

Electronic time sheets must be completed and submitted to the Payroll Office on the last day of each pay period.

Students are responsible for submitting their time sheet, however in the event of an emergency they may contact the Payroll office. If time sheets are not submitted by the submittal deadline, payment may not be received until alternative arrangements are coordinated with the payroll office.

It is a federal offense for a student or an employer to falsify any information on a student's payroll time sheet.

WAGES

To maintain compliance with the student work study programs **students will only be paid for hours worked.** Fringe benefits such as paid sick leave, vacation pay, and holiday pay are not permissible. The hourly rate paid to FWS/CW students will be minimum wage.

All wages earned under the work study programs are subject to federal income tax. Students are required to complete a W-4 form in order to have federal and state income tax withheld. The only exception regarding the withholding of taxes is for students who claim EXEMPT on the W-4. Students can claim exempt if they are:

1. United States citizens or resident aliens and meet the criteria for exemption as listed in Number 7 on the Form W-4.

HOURS

Students can be scheduled for a maximum of 12 hours per week while classes are in session and 20 hours per week during scheduled breaks (Christmas, Spring Break, Summer). Supervisors must insure that students do not exceed 20 hours per week.

In accordance with the Immigration and Naturalization Service (INS) regulations, international students may not work more than 12 hours per week (total hours, regardless of the number of positions) while classes are in session during the Spring and Fall semesters. During the Summer and when CSC is on an official break, international students may work on campus in a student hourly position up to but not more than 20 hours a week.

Additional employment for international students is prohibited [8 CFR 214.2 (f)(9)(i) and at 22 CFR 62.23 (g)(2)(iii)] Special tax laws may apply to international students. Each case must be reviewed separately by the Financial Aid and Student Payroll office for applicable tax treaty if any.

Scheduled work hours should not conflict with the students scheduled classes or academic progress.

DIRECT DEPOSIT

Students can choose to pick up a physical paycheck at the Bursar office or do Direct Deposit. In order to do direct deposit, the student must complete the direct deposit form attached in the Work-study packet. They will need to provide a voided check from their bank, or a statement from their bank containing the bank name, student name, account number, and routing number.

SEXUAL MISCONDUCT

SEXUAL HARASSMENT POLICY (SEE CSC STUDENT HANDBOOK)

General – Connors State College explicitly condemns sexual harassment of students, staff and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions, as well as civil and criminal penalties.

AFFIRMATIVE ACTION

Connors State College is committed to a policy of non-discrimination and affirmative action in its educational programs, activities, and employment practices. It is the policy of the college not to discriminate on the basis of race, sex, sexual orientation, color, national origin, age, religion, or disability. In fulfillment of the requirements of the Executive Orders 11246 and 11375, Titles IV, VI, VII, IX and X of the Civil Rights Act of 1964 as amended in 1972, the Americans with Disabilities Act (ADA) of 1992, and all pertinent laws, regulations, and executive directives of the State of Oklahoma is adhered to.

See Connors State College Student Handbook for details and additional information.

Fiscal Note: Once students have earned their allowable Work Study award, any additional work will be charged to the department. This policy does not guarantee the availability of Work Study awards or departmental funds for student employees. Continuation of employment under institutional funds will be at the discretion of the departmental supervisor

*Work week includes hours worked from 12:01 a.m. Saturday and ending at midnight Friday.

SCHEDULE COMPLIANCE AND AWARD COMPLETION

Connors State College requires all Work-Study students to work their awarded hours on a regular basis. Our Work-Study program does not permit sporadic attendance. If you feel that you cannot work the number of hours assigned, you must arrange with the supervisor to reduce your award.

To ensure that Work-Study awards are fulfilled, work progress will be monitored throughout the year. Failure to work a reasonable portion of the award will be considered grounds for termination of employment and exclusion from the program in future terms.

REMAINING WORKSTUDY FUNDS

Work-study funds may be used during the academic year **ONLY**. Any work-study money remaining on an individual award will be cancelled on the last day of school. An academic year is defined as Fall, Spring, and Summer. New award year begins July 1.

Family Rule

No student employee may work in a department where an immediate family member is employed; this includes siblings.

Employment of Relatives

The College seeks to hire and retain the most qualified persons for all positions and from time to time hires persons who are related to a CSC employee. It is a conflict of interest for employees to serve in a direct supervisory capacity over a relative or a dependent. For the purposes of this policy, "relative" means parent, child, spouse, brother, sister, in-law, and step-relative. This policy also applies to student employees.

STUDENT PERFORMANCE STANDARDS

Student employees are expected to perform their duties in accordance with standards established by the department for which they work. Failure to comply with these standards may be grounds for termination.

Supervisors will be responsible for completing one work-study employee evaluation each semester, during the middle of the term.

Prior to termination a student must be given a verbal warning and given adequate time to resolve the issue, first. Second, the student must receive written notice with an action plan. Third, the student can be terminated by completing the Supervisor's Written Release Form.

A student who are experiencing personal difficulties which could possibly affect his/her job/school performance should talk to their supervisor as soon as possible.

TERMINATION PROCEDURES

The purpose of termination procedures is to provide an equitable and consistent system for dealing with circumstances in which a student is not performing his or her job to the employer's satisfaction.

If a FWS/CWS student is not performing his or her job responsibilities, as defined in writing by his or her supervisor, the supervisor should first meet with the student and explain the specific areas of deficiency in the attempt to solve the problem. Problems should be noted on student account as well as resolutions.

Second, if the problem persist and adequate time has been given to correct deficiencies, then student can be written up. Third if the problem continues to persist supervisor can choose to terminate the student by completing the Supervisor's Written Release Form.

Immediate termination - In certain instances, the employing department may dismiss or remove any student employee immediately. Reasons for immediate termination are as follows: theft, confidentiality, forgery, absences without notification, excessive tardiness, etc.

GRIEVANCE PROCEDURES

Misunderstandings and disagreements between employer and a work study employee may arise regarding terms and conditions of employment. These disagreements should be resolved promptly through a discussion between the student employee and the immediate supervisor. Questions involving interpretation of CSC policies should be referred to the Financial Aid Office.

If a resolution is not found, the student employee may appeal to the Financial Aid Office. The student employee may be referred to the Director of Financial Aid.

WORKERS' COMPENSATION

Students are not covered under Connors insurance plan, but are covered by CSC's Workers' Compensation insurance. In the event that an injury occurs, the student must notify his or her supervisor immediately. The supervisor should complete an injury form and contact Human Resources for further instructions. If Human Resources is unavailable, supervisor should contact Campus Security, Dean of Student Life on the Warner campus, or Director of Muskogee campuses if on the Muskogee campuses.

UNEMPLOYMENT BENEFITS

Work-study student positions are temporary positions. Therefore, FWS students are not eligible to collect unemployment benefits following termination of employment.

RELIGIOUS INVOLVEMENT

FWS/CWS positions must not be involved in constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction.

Student Employee & Supervisor's Handbook

I _____ hereby certify that I have reviewed the Student
Print Name Here

Employee & Supervisor Handbook. I understand that it is my responsibility to thoroughly read this handbook located on our Connors State College Website under Financial Aid – Student Employment. I am also aware that I can get a paper copy by requesting one in writing from the Financial Aid Office.

If I should have any questions, or need clarifications on any items, it is my responsibility to speak with my supervisor immediately. I understand that it is my responsibility to abide by all the rules and regulations contained in this handbook.

Any disciplinary action in connection with employee violations of the policies contained in this handbook will be conducted in accordance with the provisions of any applicable collective agreements and statutes in effect at the time of such disciplinary action.

X _____
Signature

Date

Submit this sheet back to the Financial Aid Office with in 5 days.