

STUDENT GUIDELINES FOR THE FEDERAL WORK STUDY PROGRAM

Student employees are a necessary and important resource to all institutions of higher education. Student employment is also an important factor in an individual's growth. Our mission is to promote and facilitate the acquisition and retention of student employees.

The Financial Aid Office awards Workstudy to the eligible student. It is based on financial need, which is calculated from the information provided on the Free Application for Federal Financial Aid (FAFSA). The student accepts Workstudy by securing a job on campus. The Financial Aid Department posts the available positions on our web site from the job descriptions supplied by each department seeking student employees. The student will **choose** the job that interests him/her and contacts the department that has posted the vacancy. If you and the hiring authority decided you are the best fit, then the hiring department will complete the necessary hiring documents. They have a separate handbook to assist them with this process.

Community Service

Community Service is a Work-Study option, which offers students an opportunity to be employed in local jobs relating to the student's interests and/or major. This program is for Workstudy students and runs during the academic year only. The organizations eligible for The University of Alaska's Federal Work-Study Program must be non-profit and community service related (contracts are required). This program is subsidized; therefore, the employer only contributes fifty percent (50%) of the employees' wages. The University will bill agencies.

Maximum Hours

Students may hold **ONE** Workstudy job at one time and only be allowed to work no more than twenty (20) hours per week. Student employees are **not** allowed to work overtime.

Depletion of Work-Study Funds

If a student has earned the entire Workstudy award before the end of the school year, his/her Workstudy position ends and the student is removed from payroll. The hiring department may choose to rehire that student as a college-funded employee providing that there are adequate funds in the department budget. If this is the case, the department will need to work with the Human Resource department to switch you to the non-Workstudy payroll.

Remaining Work-Study 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.

Summer Employment

There is no Workstudy money appropriated for the summer. All summer student employee jobs are college-funded.

Family Rule

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

Student Employment Labor Practices

Student Employees are not paid for time not worked. Students do not receive paid vacation days, sick days, personal days, holidays, or benefits. If a student is not working during the scheduled time, they must indicate this on the timesheet. Students do not get paid breaks or lunches. All time off should be discussed in advance and approved by the supervisor. Student employees are expected to contact their direct supervisor to report tardiness or absence.

Our policy on State Unemployment Insurance is that student employment status is temporary, does not contain any provisions for fringe benefits or holiday or overtime pay, and is contingent upon available funds. Student Employees are an exempt class under the Employment and Training Law and do not qualify for unemployment insurance.

Policy on Non-Discrimination

The University of Alaska Anchorage 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 Alaska.

Student Employee Salary Range

The rate of pay for a student employee ranges from \$7.50/hour to \$12.25/hour (For full details please go to http://www.alaska.edu/hr/classification/Salary_Tables/student_salary_071303.pdf.) There are four levels of pay grades and each has a prescribed sequence of pay rates or "steps". All new student employees start at Step One of the pay grade that has been assigned to that particular job. Returning student employee may be paid at the next step in the pay range (as long as satisfactory job performance has been met).

Pay Schedule and Timesheets

Federal Work-Study students will be paid on a bi-weekly schedule, as are all other University employees. Timesheets will be distributed to each individual student. Off-campus students will pick up their timesheets from the Financial Aid Office. Their department cost-center clerk will provide on-campus students a timesheet. It is the employer's responsibility to ensure that timesheets are completed accurately and in a timely manner. Both the student and the supervisor must sign timesheets. The supervisor's signature is an acknowledgement that the timesheet has been reviewed for accuracy and is, in fact, correct. Keep in mind, timesheets that have errors or discrepancies will be returned to the employer for correction. This may cause the student employee to experience delays in receiving their paychecks. Any timesheets received later than the Monday following the end of a pay period will be considered late and may cause a delay in the disbursement of checks for the students involved. **All time sheets must be forwarded to the Financial Aid Office for processing.**

Student Classifications

Student Assistant I: Students in jobs assigned to this level perform minimally skilled work for the majority of their assigned work time. Typical duties and activities may include some or all of the following: filing, courier duties; general office assistance requiring minimal typing skills and/or elementary computer data entry skills, operating copy machines, general office duties, assisting other clerical employees. Laboratory jobs may include washing glassware, caring for animals, organizing lab supplies, etc. Students in this classification may be assigned duties as helpers under fairly close supervision. Jobs at this level may include office assistant, laboratory helpers, art models, student government positions, and helper aids.

Student Assistant II: Students in jobs assigned to this level work where a basic skill is required, where training to perform the full job responsibilities extends over two weeks, or where the job requires public contact as a major job assignment. This may include typing accurately at moderate speed, maintaining or assisting in maintaining basic departmental records, intermediate computer data entry input skills, basic computer programming skills, basic operation of word processing systems, grading appears, or shelving materials in a library. For laboratory jobs, duties may include setting up laboratory equipment, assisting students enrolled in laboratory courses, keeping simple records on an experiment or project. Students performing work in student activities programs in Student center operations may be assigned to this level. Jobs at this level may require the incumbent to make routine decisions about assigned work in the absence of immediate supervision, in addition to the performance of tasks required as described above.

Student Assistant III: Students in jobs assigned to this level perform work independently, requiring several learned skills or abilities used regularly to accomplish assigned work with occasional or routine supervision, or the work assigned may require strenuous physical activity such as lifting, moving heavy objects or materials, cleaning facilities and buildings, helping a skilled crafts or graduate individual, or performing outdoor work which requires that the student employee exercise responsibility for a particular activity or function such as radio clerk/dispatcher, campus security patroller or other independent assigned work. Other jobs at this level may require advanced computer programming activities or coordinating responsibility for a particular function or project.

Student Assistant IV: Students in jobs assigned to this level perform highly responsible duties involving facilities, programs, or activities requiring one or more technical skills. Jobs at this level require complex computer programming with full responsibility for results; gathering data, writing or assisting in writing technical reports, or assisting in complex technical aspects of research projects. The jobs at this level may also include full responsibility with minimal supervision for a facility, building, activity, or program or total responsibility for coordinating use of equipment, building space or programs.