WORK-STUDY STUDENT HANDBOOK

TECH
FLORENCE-DARLINGTON TECHNICAL COLLEGE

*Guiding our students through the
Federal Work-Study Program*

CONTENTS

Dear Students and Supervisors,

I would like to welcome you to the Florence-Darlington Technical College Federal Work-Study Program. Whether you are participating in the program as a student employee or a supervisor, you will be rewarded with an enriching experience. The Federal Work-Study Program is just one the ways Florence-Darlington Technical College fulfills its mission of student success.

The purpose of this handbook is to act a guide and reference for student employees and supervisors. Please refer to the table of contents for easy direction to many topics pertaining to the program.

Please don't hesitate to contact me if you have any questions and I can be reached at Jeanetta. Jett@fdtc.edu or 843.661.8087.

STATEMENT OF PHILOSOPHY

Florence-Darlington Technical College is an equal opportunity educator and employer. The College encourages participation in the student employment program, which is made available to eligible students who desire to meet educational expenses through part-time employment. In addition, student employment is designed to develop job skills and enhance a student's career opportunities by providing valuable work experience. FDTC makes every effort to place eligible students in employment that corresponds to their areas of career study or interests. FDTC seeks to provide employment for all applicants to the extent that their eligibility and the level of available funds permit. The policy of Florence-Darlington Technical College is to provide equal opportunity to all applicants and employees regardless of race, color, religion, sex, national origin, physical disability, or political affiliation. This manual is designed to familiarize students with general information about the student employment program. This information should allow both employees and the College to derive maximum benefit from the program.

Thank you for your commitment to the program.

Sincerely,

Jeanetta Jett
Work-Study Coordinator

PURPOSE STATEMENT

Purpose of the Federal Work-Study Program

- To provide part-time employment for students to help meet their educational expenses while enrolled.
- To have experience with on-the-job training available for students in the workplace.
- To provide support to on-campus departments with a need for student employees and to non-profit community service employers.

A student employee is a student first and an employee second. Student employees are employed by Florence-Darlington Technical College and accorded the same respect and dignity as all other college employees.

STUDENT ELIGIBILITY

In order to be eligible for employment under the Federal Work-Study Program, a student must meet all the eligibility requirements for the Title IV Financial Aid Programs.

Enrollment Requirement

In order to be eligible for employment under the Federal Work-Study Program, a student must be enrolled in a minimum of 6 credit hours.

Satisfactory Academic Progress (SAP)

In order to be eligible for employment under the Federal Work-Study Program, a student must be meeting the following SAP requirements:

- Students are required to maintain a cumulative GPA of 2.0.
- Students are required to maintain a 67% cumulative completion rate.
- Students are required to complete their degree/diplomat/certificate within 150% of the published length of their program of study. Example: A student enrolled in a 60 credit hours program is eligible until 90 credit hours are attempted (60 X 1.5=90).

REQUIRED DOCUMENTS FOR THE FWS PROGRAM

I-9 Form (Employment Eligibility Verification Form):

The I-9 form must be completed by the student and certified by the Work-Study Coordinator. This form is used to verify an employee's identity and eligibility to work in the United States. The student completes and signs Section 1 and must provide the proper identification (Driver's license, social security card, birth certificate, etc.). Copies of these documents are NOT acceptable. The student must also provide a FDTC Student ID Card.

Other Forms Required:
- Employee Information Form
- ID & Certification Form
- Alcohol and Other Drug Use Form
- W-4 Form
- Student Record Confidentiality Form
- Background Check Consent Form
- Direct Deposit

FWS STUDENT EMPLOYMENT INFORMATION

Hours

The student's FWS contract provides the total earning limit for the school year. Various circumstances may reduce the actual number of hours worked in a particular week. Student workers should never exceed the weekly hours on their FWS contract without prior approval from the Federal Work-Study Assistant. Student workers should never exceed the total earning limit for the term without prior approval. If the student approaches his/her earning limit, both the student and the supervisor will be notified by the FWS Assistant.

Time sheets

FWS students should submit time of hours worked in Self-Service their supervisor will be notified that the FWS student has submitted time for approval. The supervisor will review time submitted, discuss any necessary changes with FWS student and/or approve. It is the responsibility of the supervisor to approve these hours by the requested deadline every two weeks.

Payment

Students are paid on a biweekly basis through direct deposit. The FWS Coordinator can provide rate of pay information.

Attendance and Punctuality

It is a student's responsibility to report to work on time for every scheduled shift. If a student cannot work because of an illness or an emergency, or will be late for work, he/she must notify the supervisor as soon as possible before the shift begins. Occasionally situations arise in which a student worker must miss work for reasons other than sickness. The most common such reason is an academic conflict. Student workers are expected to make every effort to plan academic, personal, and work schedules that do not conflict. Potential conflicts should be discussed well in advance with supervisors. Tardiness and failure to provide adequate prior notice of absence (as determined by the supervisor) are considered grounds for disciplinary action by the employing department.

Confidentiality Requirements

All information concerning the business and affairs of the College and its clients must remain private and confidential. Student workers may be exposed to personal or sensitive information during the course of their employment at Florence-Darlington Technical College. Student workers must NEVER discuss, disclose, or document any information. In addition, student workers may NOT use any information for personal gain. Disciplinary action will be taken for release of confidential information or inappropriate use of information gained through a Work- Study position. All FWS students must sign a Confidentiality Statement with their supervisor. Violation of the confidentiality statement could result in expulsion from the College.

FWS Student Background Check Required

Employment with several areas of the College is contingent on a social security number check and a criminal back-ground check. Positions dealing with money handling are subject to a credit history check. Positions requiring use of state vehicles are subject to a motor vehicle check.

FDTC Computers and Office Equipment

FDTC telephones, computers, fax machines, and all other college materials and resources present at the work site are for business use only and are not to be used for personal matters.

Homework, Reading, and Smoking

During work hours, student workers are required to perform their work assignments. Homework, reading, and other personal work are NOT permitted during work hours. Smoking by students, faculty or staff is not allowed in any of the buildings on campus.

Dress Code

Dress Code requirements are determined by the employing department. This should be communicated at the time of the job offer.

Work Interruptions

Time for coffee breaks, vacations, holidays, sick days, study time, and meals must not to be included on the time sheet. Student workers must inform friends and relatives that social visits and phone calls are prohibited during work hours.

During the course of a working day at the point a student reaches six (6) consecutive working hours at least a thirty (30) minute break must be taken before continuing to work. The thirty (30) minute break is considered non work time and should not be counted for payment on any FWS time sheet. In addition, each Work-Study student on break should leave their work area for this period.

Except for emergencies, personal use of the college phone, cell phones, text messaging, use of laptops for emails, and instant messaging is strictly prohibited during work hours. Cell phones turned to vibrate mode or turned off and only checked on break or after shift.

Discipline

The following procedures will be used when disciplinary action is required because of unsatisfactory performance, attendance problems, or misconduct.

- Initial action will be in the form of a verbal discussion and warning. The FWS supervisor must document this discussion and warning. The FWS supervisor must retain a copy of this documentation.
- A written notice should be given to the student. The written notice should contain details including the extent of the problem, possible courses of corrective action, the time period for resolution, and any penalty or sanction to be imposed. At the time the notice is prepared, the student worker will be advised that he or she can seek confidential counseling with the FWS Coordinator concerning the problem.
- When considered appropriate by the employing department, a student worker may be suspended without pay. The suspension must be in writing. A suspended student worker will NOT be permitted to return to work before an investigation is conducted and consultation with the FWS Coordinator occurs.
- Dismissal, the final disciplinary step, ordinarily must be preceded by discussion with the FWS Coordinator. Major offenses, however, such as insubordination, assault, theft, or falsifying time sheets are grounds for immediate dismissal. The commission of these major offenses must be documented.

PLEASE NOTE: If a FWS student is dismissed for any of these reasons, he/she is no longer eligible for employment in the FWS Program at Florence-Darlington Technical College.

Termination of Employment

In most cases, the supervisor must give the student worker a written warning of impending dismissal. If actual termination occurs, the supervisor will provide a written notice of termination to the student worker.

Terms for Termination of FWS Position

1. Working under the influence of alcohol, stimulant, or other drugs.
2. Missing work for two (2) consecutive days without notifying your supervisor.
3. Reporting more hours on your time sheet than you actually worked.
4. Violation of the confidentiality policy.
5. Poor work performance.
6. Habitual tardiness or absence.
7. Unsatisfactory Academic Standing.
8. Working during a scheduled class without permission.
9. Using FDTC computers and fax machines for personal use.
10. Being disrespectful to staff, faculty, students, visitors, and others while on the job.
11. Stealing equipment or services.

FWS Resignation

A student who wants to resign his/her position should provide at least two weeks notice to the supervisor. Students who resign or are terminated for poor performance are not eligible for future employment at the College. If a Work-Study student resigns for legitimate reasons, the FWS Coordinator can allow the student one appeal to this rule.

Student Responsibilities

Students are expected to perform their job assignments in a serious and responsible manner. A student who accepts employment has the following responsibilities:

1. To complete all appropriate forms on or before the first day of work.
2. To perform his/her duties in accordance with the standards established by the department for which he/she works. Any questions should be brought to the immediate attention of the supervisor.
3. To follow a predetermined work schedule acceptable to both the student and the supervisor.
4. To notify the supervisor when illness or some other unforeseen circumstance prevents working.
5. To maintain a clean, neat, and well-groomed appearance while at the workplace.
6. To give his/her supervisor two weeks' notice before termination of employment.
7. To be respectful and courteous to all those he/she encounters as a representative and employee of Florence-Darlington Technical College.

Supervisor Responsibilities

1. The supervisor has the following responsibilities:
2. To complete a job description form for each approved position.
3. To explain clearly the performance expected of each student worker and to provide opportunity for questions and clarification as needed.
4. To establish a clearly defined work schedule convenient for both the student and the supervisor.
5. To provide approved work study with training/ information required to input hours worked in WebAdvisor and ensure that time is accurate and approved in system by due date.
6. To maintain adequate time records so that a student will not exceed his/her award or continue working after the termination of the award period. Students who exceed their assigned hours per week and who reach their earning limit before the end of the semester may be required to terminate their employment. Similarly, students who receive grants, loans, or other financial aid in excess of their financial need may also be required to terminate or reduce their employment.
7. To inform students of required attire during working hours.
8. To notify The FWS Coordinator immediately if the student resigns.

Role of the Federal Work-Study Coordinator

The Federal Work-Study Coordinator (FWS) provides the means whereby student employment needs may be recognized and met. However, the ultimate success of the work-study program lies within the relationship of the supervisor and the student employee. The FWS Coordinator will always be available for consultation or mediation if problems arise. The FWS Coordinator will make every effort to assist students in obtaining part-time employment and will provide information to students and supervisors who have questions and concerns regarding the work-study program.

Frequently Asked Questions

Q: How much Work-Study may I be awarded?

A: The maximum hours a FWS student can work each week is 20 hours. Most awards are for the full academic year. Your work-study award is not like other grants and scholarships because you receive no funds at the beginning of the semester. Instead, you receive the money as it is earned throughout the year.

Q: What types of jobs are available?

A: There are a variety of positions open for student workers in virtually every department at Florence-Darlington Technical College. Such areas include: Academic Offices, Library, Computer Labs, Student Activities and Administrative Offices.

Q: What if a problem occurs between an employee and supervisor?

A: Any problems that may occur should be worked out between student workers and their supervisors if at all possible. If the problem persists or cannot be resolved, the Work-Study Coordinator should be consulted.

Q: Are there any jobs that are not on the main campus?

A: Yes. There are FWS positions at the Mullins Campus, Hartsville Campus, Lake City Campus, and the Health Sciences Campus. Contact the Work-Study Coordinator for more information.

Q: Where do I go to change my address?

A: If you have a change of address, go to the WebAdvisor and if it does not change in 24 hours, then the student can go to the Registrar's Office.

Q: What if I have more questions?

A: If you have questions regarding the Federal Work-Study Program, student eligibility, or job opportunities, contact:

> Federal Work-Study Program Coordinator
> Financial Aid Services
> Florence-Darlington Technical College
> 843.661.8087

Office Hours:

> Monday through Thursday 8am–5:30pm
> Friday 8am– 11:30am

FWS IMPORTANT INFORMATION

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1.800.877.8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW | Washington, D.C. 20202-5920
ed.gov/policy/gen/guid/fpco/ferpa/index.html

Acceptable Use of Computer Resources

Reference
SCSB
Policy: 4-4-101
Procedure:
FDTC
Policy: 50-11
Procedure:
Other Policy:
Procedure:
Procedure Description:
Purpose: This procedure governs faculty, staff, and student use of computer resources owned by Florence-Darlington Technical College
PROCEDURE
1. User agreement: Faculty, staff, and students who use FDTC computer resources must abide by this procedure. Failure to comply may result in College disciplinary action, including suspension, termination, or legal action.
2. Definitions: **a. Computer resources:** all computer networks, computers, printers, scanners, digital cameras, and other computer-related equipment owned by Florence-Darlington Technical College **b. Unauthorized access:** (1) any attempt to gain access to another user's password; (2) any attempt to gain access to another user's programs, account, personal information (e.g. social security number, date of birth, etc.) with that user's express permission, unless access is needed for authorized college business purposes
3. Philosophy: First and foremost, the Internet for FDTC is a business tool, provided to you at significant cost. That means we expect you to use your Internet access only for business-related purposes. FDTC is committed to providing a wide range of computer resources to support the needs of the students, faculty, and staff. The College provides access to local, national, and international sources of information in an atmosphere that nurtures academic freedom, encourages sharing of knowledge, promotes the creative process, and supports collaboration in support of the College mission.
4. Responsibility: The use of FDTC computer resources by students, faculty, and staff is a privilege. It is the responsibility of each faculty member, staff member, and student to comply with this procedure. Failure to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources. Users are responsible for safeguarding assigned passwords and for using them only for their intended purposes. Users are responsible to not share their passwords with any other individual. The only exception is when a member of IRM needs a user's password to work on his or her account. The user must immediately change his or her password as soon as the work has been completed.
5. Appropriate use: Computer resources are provided for the use of the College's students, faculty, and staff. Appropriate use of computer resources by students includes instruction, study assignments, research, and class-related communication. Appropriate use of computer resources by faculty and staff is limited to uses directly related to their work. Other appropriate uses of computer resources include approved use by alumni, student employees, consultants, part-time employees, and members of the local community for the purpose of accessing college information resources.

Acceptable Use of Computer Resources (continued)

6. Illegal use of software: All computer programs and files, unless they have been explicitly placed in the public domain, are private property and may not be copied or distributed without authorization. It is the policy of FDTC to conform to all copyright laws relating to computer software. The use or distribution of unlicensed or pirated software is prohibited and will be subject to disciplinary action.

Students may not load any software on FDTC computers. Software not acquired by Florence-Darlington Technical College may not be installed on FDTC computers without prior, written authorization by the appropriate supervisor and the Director of Information Technology. Any installation or use of such software without approval shall constitute misuse and will subject the employee to disciplinary action. Any software that is installed on an FDTC computer becomes the property of FDTC.

7. Changing settings on college computers: Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited. Failure to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

8. Electronic Mail: Email is not to be used for personal use or gain. Use of email for personal profit, commerce, chain letters, pyramid schemes, or for political or religious use is prohibited.

9. Other prohibited activities: Any of the following constitute unauthorized use of computer resources and are expressly prohibited. Failure to comply with result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.
a. Unauthorized access (as defined in 2b)
b. Game playing: Unauthorized playing or downloading of games on FDTC computer resources is prohibited.
c. E-commerce: The College's computer resources are reserved for instructional purposes and the professional or scholastic activities of its faculty, staff, and students.
d. The use of computer resources for personal, business, or commercial use or gain, such as posting of commercial web pages and the distribution of unsolicited advertising, is prohibited.
e. Harassment: Users of college computing resources shall not use these resources to harass or annoy others, or prevent them from legitimately using the facilities. Use of electronic mail to send other users unsolicited obscene, demeaning, and/or menacing email messages constitutes harassment and is prohibited.
f. Pornography: The display of any kind of sexually explicit image or document on any FDTC computer is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
g. Tampering/viruses/worms: Any deliberate attempt to tamper with, disrupt, delay, or endanger the operation of the college's computer resources is prohibited. The creation or propagation of computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account, hardware, software, or data is prohibited.
h. Failure to comply with staff directives: Academic use of computing facilities has precedence over recreational use, such as use of chat rooms or bulletin boards. Failure by a student who is using computer resources for recreational use to give way to those who must do required work will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.
i. Other illegal activities: No individual shall use college computer resources in any activity that violates federal, state, or local laws.

10. Monitoring of accounts: Use of computing resources provided by FDTC is subject to monitoring for security and/or network management reasons. FDTC's computer security systems are capable of recording each site visit, each chat, newsgroup, or email message, and each file transfer into and out of our internal networks, and we reserve the right to engage in such monitoring at any time. No FDTC computer use should have any expectation of privacy to his or her internet usage. FDTC reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.

11. Copyright: Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and FDTC is relieved of any legal responsibility . Users will be personally responsible and liable for such infringing activities.

12. Compliance: All employees will sign a statement verifying that they have read, understand, and will comply with the above procedure (54-5 - Acceptable Use of Computer Resources). This statement will be kept in the employee's personnel file.
Last modified: 2/3/2004 Active
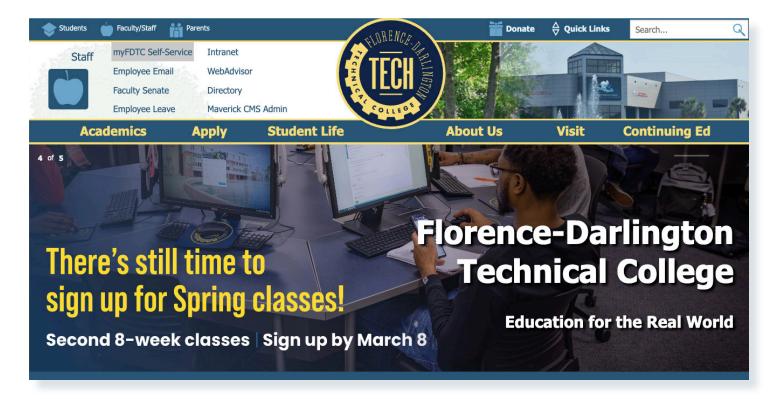
HOW TO USE THE FWS WEB TIME ENTRY

Instructions on how to enter your time on Self-Service

Overview

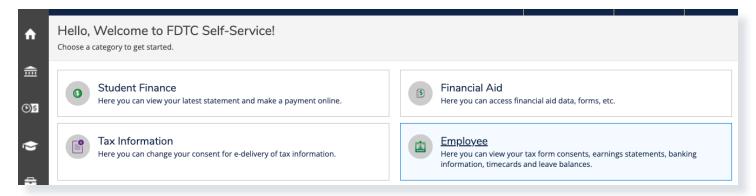This process documentation is to assist employees with time entry.

Step 1

- Access Florence-Darlington Technical College website **fdtc.edu**
- Click on myFDTCSelf-Service in the top left corner
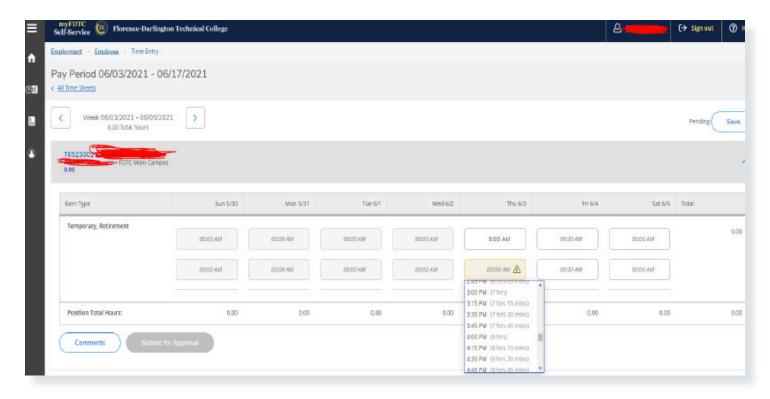- Log-in to myFDTCSelf-Service following directions on web page

Step 2

- Click the box under "Employee" for the position for which you are entering time.
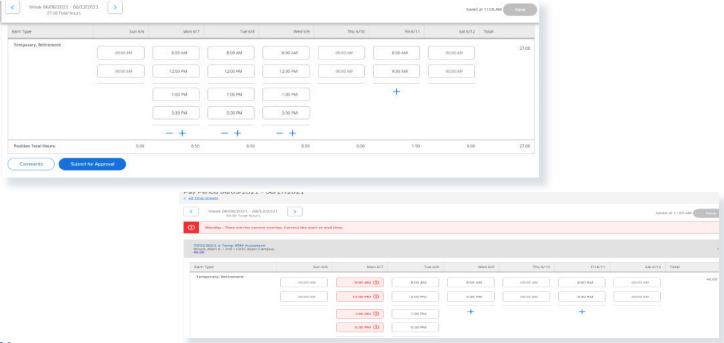- Click on Submit to access time card.

Step 3

Enter time in and time out for the appropriate dates. Enter time with am or pm. Example: 9 in the morning is entered at 9:00am and 4 in the afternoon is entered as 4:00pm.
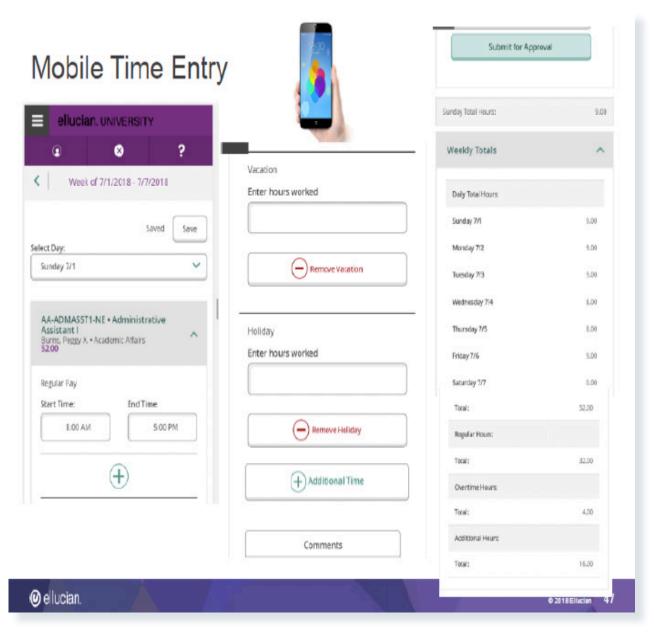

Step 4

- One all time is entered for each day you will "Submit for Approval" the time card.
- Click "Submit" to send a "Pending Approval" to your supervisor. If time is not entered correctly then an error will appear on the page.

Step 5

Watch email for approval or rejection of time card. You will not have access to this time card again unless your supervisor rejects the time card. If the time card is rejected you will have to check your time card and repeat Step 4 to reenter your time.

Step 6

You will receive an email letting you know that your time has been approved.

From: tyw@datatel.com

Subject: Your Time Approved

Your supervisor has approved your time card for Student Worker, HR/Payroll with period ending on X/XX/XX.

Time entry is supported via mobile platform which displays one day at a time with scrolling options.

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