



Wyoming Catholic College
Work Study Handbook
2025-2026

I. PURPOSE OF THE WORK-STUDY PROGRAM

The WCC work-study program is a unique, WCC-built initiative that offers eligible students meaningful on-campus employment opportunities. This program is funded by the college's efforts in fundraising and fiduciary responsibility, as opposed to federally funded work study programs.

As a form of need-based financial aid, the work-study program not only provides students with a source of income, but also helps the college operate smoothly, benefiting both the students and the college.

II. ADMINISTRATION OF THE WORK-STUDY PROGRAM

The Dean of Student Services oversees the Work-Study Program. The Financial Aid designee administers the awards and determines student eligibility and need. Human Resources manages the hiring process, job descriptions, employee paperwork, and supervisor training. The Payroll Clerk is responsible for managing student timecards and timesheets.

When issues regarding student work performance arise, the Work-Study Committee, consisting of the Dean of Student Services, Director of Financial Aid, the Human Resources representative and the Director of Student Life addresses the concerns.

III. STUDENT ELIGIBILITY

To be eligible for the WCC Work-Study Program, students must have financial need as determined by the Financial Aid Office. This is determined through an analysis of the student's financial resources and must show that the student requires work-study earnings to meet his/her expected financial contribution.

IV. PARTICIPATION CRITERIA

Job Placement

At the start of each academic year, eligible students will be invited to submit their top three job preferences. Job descriptions will be posted, and students will have the opportunity to indicate their preferred positions. While the administrators of the Work-Study Program will do their best to accommodate student preferences, priority will be given to supervisor requests and the overall needs of the college. In some cases, it can be advantageous for a supervisor to choose a particular student for the following year to have continuity within a given position. If a supervisor would like to request a particular student for the following year, they must let the Dean of Student Services know before assignments are made.

If possible, students are hired for jobs that are relevant to their interests and experience, though not all students obtain their first-choice jobs as the college needs students employed in most of its different occupational capacities for it to function efficiently. Transferring from one position to another during the academic year is discouraged, though a job transfer can be considered by the administration if

circumstances make such a transfer necessary. There are more details about transferring students below.

Hours and Compensation

Students are expected to work a total of 150 hours per semester, which averages about 10 hours per week (excluding breaks such as Thanksgiving or Easter). However, there are exceptions: supervisors are required to work 125 hours, and half-time workers are required to complete 75 hours. If a student needs to take time off from their Work-Study position, they are responsible for coordinating with their supervisor to make up those hours during the semester. In general, WCC Students (regardless of work-study) are discouraged from working more than 10 hours per week in order to maintain a healthy life balance as a student.

Students are paid based on their Work-Study award, which is capped at either \$3,300 (for full-award students) or \$1,650 (for half-award students). The total number of hours a student may work depends on their pay rate and the percent of the award they are receiving:

- Full Award Students (receiving \$3,300): Students earning the regular pay rate of \$11 per hour will work approximately 300 hours (150 per semester) to reach the full award. If they are paid at the supervisor rate of \$13.20 per hour, they will work fewer hours to reach the full award amount.
- Half Award Students (receiving \$1,650): Students earning the regular pay rate of \$11 per hour will work approximately 150 hours (75 per semester) to reach their half award. If they are paid at the supervisor rate of \$13.20 per hour, they will work fewer hours to reach the half award amount.

The number of hours worked cannot exceed the total financial award unless a student has received prior approval through the "Overage Request Form." Any approved amount earned beyond the \$1650 for the semester will first be used to offset any outstanding balance due. There is a \$300 cap on cash payments to students. If a student exceeds the allotted hours for the semester, and the "Overage Request Form" has not been submitted and approved, any additional compensation will be denied. An approved "Overage Request Form" allows students to earn up to an additional \$300, which will be funded from the budget of the supervisor's department. Students are only paid for the hours they actually work, and they must complete all required hours by the last day of exams at the end of the semester. The last day of exams constitutes the official end of the semester, and all Work-Study hours must be completed by that date to receive payment for the full award.

The student's work-study award is based on gross pay. If students have taxes withheld from their paychecks, only the net amount of the paycheck is applied against the tuition. This will result in a tuition prepayment and the student is responsible for paying the difference to the college at the end of each semester.

Obligations and Commitments

- 1) During Fall Orientation, all students who have been offered a work-study position are required to attend the mandatory work-study meeting. At the meeting, students are notified of the position for which they have been hired, review policies and submit any missing employment forms.

- 2) Annually, students are required to participate in the Office of Institutional Advancement efforts to thank donors and benefactors for their support of the college. This may be the annual “gratitude night” or other events of a similar nature.
- 3) Complete all duties and responsibilities as described by the position assigned.
- 4) Upon employment, complete all the required employment forms;
 - a) Confidentiality Agreement
 - b) Deposit Agreement
 - c) I-9 Form
 - d) W-4 Form

V. POLICIES AND PROCEDURES

Christian Conduct

According to the rule of charity and the exhortation of the Apostles, every member of the College community, whether student or employee must treat other members of the community with respect becoming of the saints. Any disrespect, manifested by improper, obscene, or immoral verbal or physical conduct shown to another member of the community (faculty, staff, or student), will not be tolerated and may result in termination of a student’s work-study financial offer.

Work-Study Schedules and Attendance

At the start of each semester, the student and supervisor must agree on a weekly schedule. Schedules must not conflict with the students class schedule or other mandatory college events. Non mandatory things such as daily Mass, liturgy and vespers, community traditions like Ludi etc. should also be taken into consideration. Given WCC's demanding academic workload, students should work no more than 10 hours per week, unless alternative arrangements are made with the supervisor. Once the schedule is set, it is the students responsibility to arrive promptly for the appointed shift.

Students must arrive at work promptly. The student's schedule should permit adequate time to reach work after class and to allow for mealtimes, since travel time does not count toward their required work. In every position, a student's reliability and punctuality are crucial.

Job responsibilities must be balanced with academic work. Students are expected to report to work at scheduled times, even during academically demanding periods. Any exceptions must be pre-approved by the supervisor.

Since the academic workload at WCC is so demanding, supervisors are expected to limit job hours to 10 hours per week, depending on the position. However, unless other arrangements are agreed upon by the student and the supervisor, the student must be scheduled for 10 hours of work per week.

Budgeting and Tracking Hours

Because a student's maximum work study financial offer is an integral part of his/her total financial aid package, it is important that the student works the total allotted hours by the end of the semester. Otherwise, the student will be responsible to pay the unearned amount of the work-study award in cash. If a student does not stay on target throughout the year by working the number of weekly hours budgeted in his work schedule, it may be difficult to make up those hours later. Hours may not be rolled over into the next semester.

It is primarily the students' responsibility to keep track of their hours through physical/digital copies they hold on to of their timesheets and ensure that they will have worked the required number of hours by the end of the semester. Upon request students can check the number of hours worked and the number of hours remaining for the semester.

Timesheets

Students and their staff supervisors are responsible for maintaining accurate records of all hours worked through signed copies of timesheets. The supervisor must be able to verify all the hours being reported.

Timesheets will be emailed out each month or a hard copy can be obtained from either the Office of Student Life or the Financial Aid Office.

Once a month, supervisors must report the number of hours that each student has worked for that month. Timesheets must be completed in blue or black ink and must include the student's name (printed and legible), the dates worked, daily total hours, weekly total hours, and the student's and supervisor's signatures. Timesheets should be completed on a daily basis. Timesheets must show dates worked, exact time in and exact time out. Totals of the times should be rounded to the nearest quarter of an hour. A comments section is provided to clarify anything that may seem out of the ordinary to the Business Office on the timesheet.

Before the supervisor submits the timesheets, it should be checked for accuracy. Neither the student nor the supervisor should sign a timesheet unless he or she is completely sure of all aspects of its accuracy. Improperly completed timesheets will be returned to the supervisor and will not be processed until all information is correctly completed.

Timesheets are to be first turned into the supervisors and then turned into the Offices by the specified due dates. If a timesheet is received after those dates, the student may not be credited with those hours worked.

Student Responsibilities

Since these are real jobs, it is emphasized that work-study students **MUST**:

1. Know the correct payrate (i.e., supervisor or non-supervisor rate, half-time or full-time) and specific number of hours which need to be worked by the end of the semester
2. Arrange a regular schedule with their supervisor during the first week of school and, as much as possible, stay with that schedule

3. Arrive on time to their job assignments with all necessary supplies and complete tasks in a reasonable timeframe to the best of the student's ability
4. Reach out to their supervisor beforehand if they are unable to work as scheduled and try to find a substitute worker
5. Adhere to all policies and procedures specified in this handbook and any additional ones explained by individual supervisors
6. Maintain strict confidentiality about matters concerning the work in a specific office, especially with regard to information about other students or alumni (see note below)
7. Dress, speak and act appropriately for the position held
8. Communicate effectively with supervisors and co-workers about the assigned tasks or on-the-job problems
9. Properly record hours worked and sign and turn in timesheets each month by the deadline

Work study is a privilege, not a right. If a student decides to change his or her work study status mid-semester (either by going off of work study or changing the official numbers of hours to work) he or she will be assessed a \$250 administrative fee, in addition to whatever tuition costs are incurred from this change.

Student Supervisor Responsibilities

Certain students will be selected to serve in supervisory capacities in the work-study program. These students and the students they supervise are still under the supervision of a regular WCC staff supervisor who will instruct the student supervisor in the particular details of his or her job. In general, however, student supervisors should meet the following expectations in addition to those which govern all work-study students:

1. Ensure that fellow student workers have a clear understanding of their duties and responsibilities
 2. Answer any job-related questions that a student may have or properly direct the inquiry to the right employee of the college
 3. Remember that their position is not for self-aggrandizement or an occasion to belittle fellow student-workers; rather it is a way to serve the College community while gaining valuable leadership experience mentoring less experienced individuals
1. Contact their WCC staff supervisor or another appropriate WCC employee in the event of major issues of safety, job performance, or discipline
 2. Remind students to turn in their timesheets and check their remaining hours
 3. Fulfill all specific supervisory responsibilities well and in a timely manner

Student supervisors may be removed from their position if the above expectations are not met.

Staff Supervisor Responsibilities

Each supervisor must ensure that student employees have a clear understanding of their duties and responsibilities. To provide adequate training for each student worker, the supervisor should consider providing a statement of office policies and procedures, a training session, ongoing training, a manual of duties, and explanations or information on an as-needed basis. The supervisor must also take the time to answer any job-related questions that a student may have.

Each Staff Supervisor must:

1. Indicate work-study needs in terms of manpower and skills needed to the Dean of Student Services before the beginning of the academic year, refraining from promising employment to any student on behalf of that same coordinator who oversees the program
2. Ensure that student workers have a clear understanding of their duties and responsibilities
3. Provide adequate training in a training session or sessions for each student worker and student supervisor
4. Properly delegate responsibilities themselves or through a student work-study supervisor according to the principle of subsidiarity
5. Keep both accurate job descriptions and a manual of policies, duties, and procedures for students and student supervisors to reference as needed
6. Review (in the presence of the work-study student), sign, date, and ensure work-study students' timesheets are turned in to the Office of Financial Aid by specified deadlines
7. Regularly update students with how many hours have been worked and how many still need to be worked to complete the 150-hour (or 125-hour or 75-hour) requirement
8. Communicate by sharing copies of student written warnings to the Dean of Student Services should recurring or serious problems present themselves with work-study students which may require an assignment change or termination

Disciplinary Procedures

There may be occasions when a student's conduct negatively impacts his or her job performance. This type of conduct will fall into one of two categories:

- (1) Violations of the Student Handbook (i.e. violations of its drug or alcohol policy, vulgar conduct, etc.). For these violations, the student will be subject to the College's standard Disciplinary Policy found in the aforementioned handbook. The violation will be reported by the supervisor to the Director of Student Life and will be handled accordingly.
- (2) Conduct which is specifically limited to poor job performance. For this kind of conduct, the College will observe the policy for progressive disciplinary action listed below. The ultimate overseer of this process is the Work-Study Committee.

At times behavior may also be subject to disciplinary oversight by the Work-study Committee which will determine how to respond to those situations on a case-by-case basis. A member of the Committee will work with all parties to review the situation and reconcile differences that may have occurred so that all parties understand the basis for any decision that has been made.

Grounds for progressive disciplinary action include, but are not limited to:

- Excessive tardiness
- Excessive unexcused absenteeism
- Disobedience and/or insubordination
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to a person or damage to property
- Reluctance or failure to meet job requirements
- Unsatisfactory completion of job assignments
- Failure to work with the public or coworkers in a courteous, professional manner
- Excessive time spent conducting personal business during work hours

If a student feels that disciplinary procedures have occurred unjustly, he or she may contact the Director of Student Life or an ombudsman at any time in the process.

Progressive Disciplinary Process

When performance problems first appear, it is important for the supervisor to address them right away. Often, informal conversations with a student are the best way to quickly let the student know that something needs to be changed. A supervisor should not wait for the problem to escalate before discussing it. Job responsibilities and expectations should be reviewed and the student given an opportunity to ask questions. Tackling the issue early will often prevent the need to use the progressive disciplinary procedures outlined below. If early, informal attempts at addressing a performance concern are not successful, the following steps should be taken to correct the problem behavior.

1st Written Warning

The staff supervisor and student should meet formally but privately to discuss the performance concern. In this meeting, the staff supervisor should clearly explain the concern and provide specific suggestions for improved job performance. The student should have the opportunity to ask questions and seek clarification so that he or she will be able to successfully improve his performance. The ramifications of continued performance problems should be discussed (i.e. the Work-Study Committee will review the situation and could recommend termination of employment). The staff supervisor must document the content and date of the warning and provide a copy to both the student and the Dean of Student Services and/or the Director of Student Life. A form for the Written Warning is included at the end of this handbook. A copy of the document will be kept in the student's employment file.

2nd Written Warning and Convening of the Work-study Committee

If the problem is not corrected within a reasonable period of time following the first formal warning, then a second warning should be provided. The written warning should include the following:

- Reference to the date and nature of the previous warning
- Details of the performance concern
- Details of how the performance must improve
- A reasonable timeframe by which the performance must improve

The written warning should also clearly state that the failure to comply with the above warning has now resulted in a review of the student's case by the Work-Study

Committee. The staff supervisor and student should meet privately to review the written warning, and both the staff supervisor and the student should take the opportunity to ask questions and seek clarification so that the purpose and potential outcome of the warning are understood. The supervisor should keep a copy of the warning for future reference and forward a copy to the Dean of Student Services and/or the Director of Student Life, who will also place a copy in the student's employment file.

2nd Written Warning Potential Outcome 1 - Probation

The student will be interviewed by the Work-study Committee, and if the Committee decides to impose probation, both oral and written notice explaining the reasons for the probation will be given to the student and a copy placed in the student employment file. Conditions for removal of probation should also be outlined. Violation of the probation normally results in the Committee removing the student from the work-study program. Serious violations which justify probation or dismissal include, but are not limited to the following:

- Failure to report to work
- Excessive absences or tardiness
- Unauthorized use of College or other non-personal property
- Poor work performance
- Failure to correct issues after both informal and formal warnings from the supervisor

2nd Written Warning Potential Outcome 2 - Termination

If the student fails to fulfill the terms of the probation, then the Committee will normally remove the student from the work-study program. The Committee will formally meet with the student to inform him of the decision.

Termination results in the loss of the student's work-study financial offer for the remainder of the academic year, making him ineligible to seek any other work-study jobs. If termination occurs, the student's unearned work-study financial offer will become due and payable in cash by the end of the semester. The Work Study Committee will also determine, on a case by case basis, if the student will be allowed to return to work-study in future semesters or not based on the details of the termination. This decision will be communicated to the student.

If a student is issued a written warning or is terminated from a position, this information will be forwarded to the Business Office for retention in the student employment file. Subsequent supervisors may inquire about reasons for leaving previous positions.

Transfer

If a supervisor or student feels that it would be best if the student transferred to a different job, they should fill out the attached "Work-Study Transfer Request Form" and return it to the Dean of Student Services. In most cases this will be following the 1st Written Warning, but before the 2nd Written Warning when the Work-Study Committee would meet and consider a transfer. In some cases, this may happen before warnings, if there was a personality conflict or other reason that the supervisor and student could not work together.

VI. SOURCES OF INFORMATION

Questions about the work-study program should be directed to the Dean of Student Services or the Director of Student Life.

VII. WORKING OFF CAMPUS (AKA WORK-FORCE)

Work-force is a privilege that allows a student to fulfill their work-study obligation outside of the college. Additionally, the program allows the College to expand its work-study grants, given the limited on-campus positions. In order to be permitted to fulfill one's work-study obligation through work-force, a student must arrange with the Financial Aid Office a specific time or times by which the college will be paid in full for the year's work-study balance. Participating students will need to earn at least \$3,300 annually before taxes, equivalent to the work-study portion of their tuition payment. Students will not be permitted exceptions to College policies (such as the tech policy) to fulfill workforce tasks, so students should work with potential employers to ensure compliance with policies.

The requirements for the Workforce include:

- 1) Students are not permitted to work more than 10 hours per week, and the student work schedule must not conflict with his or her class schedule.
- 2) The student must apply directly to the outside business, and it is up to the business whether the student is hired or continues to work for the business.
- 3) The businesses pay the student directly. It is the student's responsibility to then pay the College the required portion of the tuition payment at the time(s) specified by the Financial Aid Office.
- 4) Students who lose their employment with the outside business due to student negligence are not guaranteed placement in the regular WCC work-study program but remain responsible for the balance owed.
- 5) Students who lose employment with the outside business through no fault of their own will be given a position in the regular WCC work-study program.

WYOMING CATHOLIC COLLEGE

Overage Request Form (i.e. Request to Work over 150 hours)

Date of Request: _____ Semester: Fall Spring Year: _____

Student Name: _____

Assignment: _____

Supervisor's Explanation (i.e. why this is needed):

A student can elect to have this overage (if approved) applied to their tuition, loans or check.
There is a \$300 cap on cash payments to students. A student must stop working if this cap or balances due has been met.

Apply my overage: Student Tuition Student Loan Parent Tuition Parent Loan Check to student up to \$300

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor please note this overage will come out of your operating budget! Please enter the account code: ____ - ____ - ____ - _____

For Office Use Only:

Approved Denied
Reason: _____

Director of Student Life Signature: _____ Date: _____

Approved Denied
Reason: _____

Director of Business and Financial Aid Office Signature: _____ Date: _____

Final approval: Approved Denied
Reason: _____

CFO or Executive Vice President Signature: _____ Date: _____

WYOMING CATHOLIC COLLEGE

Work Study Transfer Request Form

Student Name: _____

Current Assignment: _____

Requested Assignment: _____

Requested By: Student Staff Supervisor: _____

I hereby request that the work study assignment for the above-named student be transferred for the following reasons:

Signature: _____ Date: _____

For Office Use Only:

Date Request Received: _____ Date Processed: _____

Has student received a written warning? Yes No

Comments:

Transfer is:

Approved

New Assignment: _____

Effective Date: _____

Denied

Reason: _____
