AFFIRMATIVE ACTION
AND EQUAL OPPORTUNITY

The College recognizes the rights, freedoms, and dignity to which each individual is entitled. It will withhold its services from any employer who discriminates in its employment practice on the basis of their job related qualifications without regard to race, religion, color, national origin, age, sex, marital status, sexual orientation, veteran status or disability. Complaints alleging unlawful discrimination and inquiries concerning the application of State and Federal antidiscrimination laws and regulations a Morrisville State college may be referred to the Affirmative Action Officer, 4th floor, Administration Building.

Financial Aid Office
3rd. Floor, Administration Bldg.
Hours 8 a.m.-5 p.m.
Monday-Friday

Phone: 315-684-6289
Termination of Employment:

1. Should the student decide to terminate his/her employment, notice should be given to the supervisor and the Financial Aid office at least a week prior to the date of termination.

2. Students who terminate their employment should provide the reason(s) for their termination to the supervisor and the Financial Aid office.

3. If there is a valid reason for termination, the Financial Aid office will attempt to place a student who terminates his/her employment in another position. Students will be allowed to change jobs only once during an academic year.

4. The supervisor may terminate the employment of a student for such reasons as violations of confidentiality, stealing, dishonesty (including falsifying time sheets), poor work performance and continual lateness or absence. The supervisor must provide a warning in writing to the student at least once prior to actual termination. A copy of this warning should be sent to the Financial Aid office.

5. A written notice of termination, including the actual reason for termination, must be sent to the Financial Aid office.

6. A student who has been terminated by an employer will not be placed in another position.

7. A student may appeal his/her termination to the Financial Aid office.
**Information for Supervisors:**

1. Work-study awards are made to the student based upon that student’s financial need with awards being given to those students with the greatest financial need.

2. Students who have been given work-study awards will have a Work-Study Agreement which will list the maximum amount of money the student may earn, and the average number of hours per week a student can work.

3. Students will be referred to the various supervisors for interviews by the Financial Aid office. Once the supervisor determines that a specific student will meet his/her needs, the supervisor should sign the Work-Study Agreement and give back to student for return. At this time the supervisor should explain the duties and responsibilities of the job to the student and establish a work schedule.

4. Keeping in mind that the purpose of the work-study program is to provide students with the funds necessary to help meet the cost while in college, the supervisor has the responsibility to establish a work schedule that will allow the student to earn the full amount of his/her award.

5. Students cannot work more than six (6) consecutive hours without a half-hour break.

6. Supervisors must ensure the accuracy of the time sheet. Each supervisor must enter the total hours worked each day. At the end of the pay period, the supervisor must enter the total hours worked and sign the time sheet. **ALL SIGNATURES MUST BE IN INK.**

7. The supervisor is responsible for transmitting the time sheet to the Business Office, 4th floor, Whipple Administration Bldg. **Time sheets cannot be hand carried by the student.**

8. Student employees qualify for Workman’s Compensation.

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**Information for Students:**

1. Work-study money is awarded to you upon the basis of your need to meet college expenses. You may apply for a work-study award through the Financial Aid office.

2. The Financial Aid office will assist you in finding suitable employment. You will be referred to employers of your choice based upon your qualifications for each job. The work-study job board is located outside the Financial Aid office, 3rd floor, Whipple Administration Bldg.

3. You will receive a Work-Study Agreement. This form will be signed by the supervisor (offer of employment) and by you (acceptance of conditions). You will give one copy to the supervisor and return the other two copies to the Financial Aid office.

4. At the Financial Aid office you will complete the W-4 forms (State & Federal income tax exemption), and the I-9 form (employment eligibility verification). You must bring with you **TWO PROOFS OF IDENTIFICATION,** one picture I.D. (driver’s license or college I.D. card) and one Department of Health I.D. (social security card or birth certificate). You may also use a U.S. passport. **You cannot fill out any forms or start to work without these proofs of ID.**

5. The work-study award represents the gross earnings that you may receive for work performed. You are not obligated to earn the full amount of the award.

6. The Financial Aid office is required to adjust any award made by the college when you receive funds from sources of which the college had no previous knowledge.

7. You will not receive credit toward your semester bill for your work-study award. You will be paid bi-weekly for the work accomplished during the previous pay period.
**Student Responsibilities:**

It is your responsibility to:

1. Submit a Free Application for Federal Student Aid (FAFSA) each academic year. Returning students should apply during the spring semester of each academic year.

2. Report to the Financial Aid office prior to the end of the first week of classes to receive your job referrals. REMEMBER, jobs are given out on a first-come, first-serve basis and the jobs do fill quickly.

3. Turn in a signed Work-Study Agreement prior to commencing work. REMEMBER, you can not obtain this agreement without TWO PROOFS OF IDENTIFICATION.

4. Follow all instructions regarding the completion of your time sheet.

5. Perform an hour’s work for an hour’s pay. Even though you have been given an award, the supervisor is under no obligation to employ you. If you are not performing your duties and responsibilities of the job, the supervisor can terminate your employment.

6. You are expected to arrive at work on time and work the hours scheduled. Further, you should notify your supervisor as early as possible in the event you will be unable to work on any given day.

**Time Sheets:**

1. You will be given a new time sheet at the end of each pay period. Generally, you can pick up your new time sheet and pay check at the same time. Time sheets are available from the Business Office, 4th floor, Whipple Administration Bldg.

2. You must list the hours worked on the time sheet and sign it in the appropriate space. Further, it is your responsibility to ensure that the supervisor totals the hours worked each day during the pay period.

3. The supervisor is responsible for totaling your hours, affixing his/her signature in the appropriate space and transmitting the time sheet to the Business Office, 4th floor, Whipple Administration Bldg.

4. Incorrectly filled out time sheets will not be processed until corrected. Usually, this will mean a delay of at least two weeks in the processing of your pay check.

5. An instruction sheet will be issued with your first time sheet.

**Payroll:**

1. You will be paid every two weeks. In order for the college to maintain the schedule, it is imperative that you follow all instructions pertaining to the time sheet.

2. Work-study earnings are subject to federal income tax. However, even if you claim one exemption on the W-4, generally you will not have taxes withheld. You will receive a W-2 form at the end of the year.

3. Social Security taxes are not withheld from your earnings.

4. You will not be paid for coffee breaks, lunch breaks, vacations, holidays or sick leave.

5. Checks must be picked up in the Business Office, 4th floor, Whipple Administration Bldg.