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INTRODUCTION

The Office of Financial Aid has prepared this handbook for Fairfield University federal work-study students.

The policies and procedures described herein do not constitute a contract of employment. Information in this handbook is effective as of June 1, 2008. The information in this handbook shall be valid from the date above written through May 30, 2009. The policies and procedures within this handbook will automatically renew as of June 1 each year and/or will provide a revision date on the first page of this document if changes occur at any time.

It may become necessary to modify or change the enclosed policies and procedures. The Office of Financial Aid reserves the right to amend this handbook at any time and to change or discontinue any policy. The Office of Financial Aid is obligated to notify all students and supervisors of any and all changes.

FEDERAL WORK-STUDY PROGRAM OVERVIEW

Federal Work-Study (FWS) is a federally funded program by both the Department of Education and Fairfield University. This program provides part-time jobs for undergraduate students with significant financial need and is administered by a FWS Administrator, a FWS Coordinator, and the Office of Financial Aid, in accordance with the law, federal regulations, and with instructions from the United States Department of Education.

Students who participate in the program have an opportunity to work on- or off-campus in order to earn money to help with school expenses while gaining valuable work experience. Participation in the FWS program can be beneficial for students in the following ways:

- Help pay for education and other related expenses
- Encourage community service and work related to a student's field of study
- Gain valuable work experience and build relationships in on- and off-campus communities
- Improve time management, communication, organizational and budgeting skills
- Help to further develop a student’s resume and professional experiences
- Reference or recommendation for future employment
- Contribute to University operations, student life, and campus and local community

FWS awards range from $500 - $1500, but vary annually as a result of federal and institutional funding
levels, and by the student’s demonstrated financial need. Students are notified by the Office of Financial Aid (first year students by paper award letter; returning students by University e-mail) of FWS eligibility each year that they demonstrate federal eligibility and meet the University’s filing deadlines for financial aid applications and verification documents (if applicable). Funding is allocated from the federal government annually and student awards are subject to change at any time.

**ELIGIBILITY**

**REQUIREMENTS**

In order to be eligible for a FWS award, students must:

- Meet ALL institutional financial aid application and document **deadlines**.
- Submit the Free Application for Federal Student Aid (**FAFSA**)
- Demonstrate significant financial need as determined by the federal government and the Office of Financial Aid.
- Meet all federal financial aid eligibility regulations as required by the [Department of Education](https://www.ed.gov) and [Fairfield University](https://www.fairfield.edu).
- Have his/her financial aid file verified by the Office of Financial Aid, and receive confirmation of an approved FWS award.
- Demonstrate full-time enrollment (or enrollment for at least 6 credits) in a degree-seeking program.
- Maintain [Satisfactory Academic Progress](https://www.fairfield.edu) standards as required by Fairfield University and the Department of Education.
- Not have defaulted on or owe a repayment to any federal aid program received for study at another institution.
- Complete all employment authorization forms, identification and tax documents as required by state and local government agencies.

**APPLICATION DEADLINES**

Students must meet all financial aid **deadlines** in order to be considered and/or approved (if eligible) for a FWS award.

<table>
<thead>
<tr>
<th>JANUARY 1</th>
<th>CSS Profile and Noncustodial Parent PROFILE Form for Early Action/Early Decision applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEBRUARY 15</td>
<td>FAFSA and CSS Profile for all first year student applicants</td>
</tr>
<tr>
<td>APRIL 15 (effective: 01/01/13)</td>
<td>FAFSA and CSS Profile for all returning students (including Noncustodial Parent PROFILE, if applicable).</td>
</tr>
<tr>
<td>AUGUST 1</td>
<td>Verification documents due to the Office of Financial Aid (for selected students only); aid will be subject to reduction/cancellation after this <strong>deadline</strong></td>
</tr>
</tbody>
</table>
Students must also meet all hiring deadlines as to not jeopardize FWS eligibility and job opportunities. If a student is not hired by the date(s) below, or by the date as requested by the Office of Financial Aid/FWS Staff, the award is subject to partial reduction or full cancellation. Students receive FWS reminders via University e-mail and via the student portal regarding hiring deadlines and award adjustments.

Historically, FWS funds have been limited and as a result, graduate and part-time students do not receive awards. The FWS staff welcomes all student requests for placement on the FWS waitlist, but cannot be guaranteed a future award.

**HIRING DEADLINES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUNE 1 - SEPTEMBER 30</strong></td>
<td>Students MUST complete all employment authorization forms (W4s, Confidentiality Statement, Form I-9) PRIOR to working on the first day of the fall semester OR by the hiring deadline for <strong>FALL semester</strong> (Oct. 15)</td>
</tr>
<tr>
<td><strong>OCTOBER 15</strong></td>
<td>Students MUST complete all employment authorization forms (W4s, Confidentiality Statement, Form I-9) PRIOR to working during any academic year (fall/spring) Students MUST be hired IF working in the fall semester OR working in the full academic year Students should inform the FWS Staff of their request to keep their full FWS award for only one semester (IF studying abroad* in fall/spring or for other reasons)</td>
</tr>
<tr>
<td><strong>FEBRUARY 15</strong></td>
<td>Students MUST complete all employment authorization paperwork (W4s, Confidentiality Statement, Form I-9) and MUST be hired if working in the <strong>SPRING</strong> semester Students offered new FWS award for only the spring semester MUST complete all employment authorization forms (W4s, Confidentiality Statement, Form I-9) PRIOR to working</td>
</tr>
</tbody>
</table>

**Schedule Conflicts:** If a student is unable to work for one semester due to their class schedule, athletic/academic-related commitments, study abroad attendance*, or other personal/medical reasons, he/she can submit a written request to a FWS representative to request to maintain a one semester or full year FWS award.
*Study Abroad: Students studying abroad MUST notify their current/hiring supervisor (or a FWS representative) in writing of their plans to work for one semester. Awards are subject to partial reduction or full cancellation without this student request to maintain FWS employment upon their return from abroad.

DECLINING FWS AWARDS
Students who decline FWS in their first year will not be considered for an award in future years, even if they demonstrate eligibility. Returning students (including eligible transfer students) who DECLINE FWS in any year will not be considered for an award the following year, even when they demonstrate eligibility. It is strongly recommended that students who decline FWS in their first year, but who may be interested in FWS in the future, contact the Office of Financial Aid upon receipt of their financial aid award for the next academic year to inquire about new eligibility. Students can be placed on the waitlist with a request by contacting the FWS Staff. Students will be notified by University e-mail should FWS eligibility change as a result of waitlist awards processing; awards are not guaranteed for students on the waitlist.

AWARD CANCELLATIONS
Awards may be cancelled due to ineligibility as a result of a receipt of outside agency scholarship or grant award that create an over award of need-based federal funding, such as FWS. Awards may also be cancelled if a student fails to meet financial aid application and verification document deadlines and/or to submit required employment forms by set deadlines. If an award is cancelled, it is not typical for a student to be offered FWS in subsequent years, even if the student’s applications demonstrate eligibility.

PREVIOUS YEAR AWARDS
The receipt of an award and/or FWS earnings in a previous year(s) does not guarantee a future FWS award. All awards are annual and based on both a student’s financial need, student’s ability to meet all financial aid deadlines, and the availability of federal funding.

EMPLOYMENT AUTHORIZATION

Students must complete four employment authorization forms as required by the state of Connecticut, the federal government and Fairfield University. These forms must be completed PRIOR to beginning work and by the stated hiring deadline(s). If students begin work without having these completed forms and an approved FWS award, their job status and pay may be subject to delay and/or denial, at the discretion of the FWS Staff.
It is strongly recommended that eligible students download, print and complete these forms for submission to the Office of Financial Aid during the New Student Orientation in June (for first year students), or as otherwise instructed. Financial aid representatives are also typically available on Move-In Day to help students with these forms, in addition to anytime throughout the year. The employment forms are available on-line or in the Office of Financial Aid.

REQUIRED EMPLOYMENT FORMS

Form I-9 (Employment Eligibility Verification)
Federal regulation requires that all employees provide proof of eligibility to work in the United States. The Form I-9 MUST be completed IN PERSON, by the STUDENT, NOT by a parent. Students can complete this form in the Office of Financial Aid at any time PRIOR to beginning work. It is critical that the student bring the appropriate forms of identification (originals are required - NO COPIES will be accepted) in order to complete the Form I-9. It is strongly recommended that students read all instructions before completing the Form I-9 and before gathering the appropriate forms of identification. Page five provides a complete listing of all acceptable forms of identification to meet this federal employment requirement.

State of Connecticut W-4
All students employed in the State of Connecticut must complete a state employee tax withholding form. This form is called the Form CT W-4 and it allows Fairfield University to withhold the correct amount of Connecticut income tax from wages. Students may submit a new Form W-4 each year, especially if there are personal or financial circumstance changes. It is important to read this information carefully and consult with a parent/guardian and/or certified tax preparer for assistance.

Federal W-4
All students employed in the United States must complete a federal tax withholding form. This form is called a Form W-4 and it allows Fairfield University to withhold the correct federal income tax from wages. Students may submit a new Form W-4 each year, especially if there are personal or financial circumstance changes. It is important to read this form carefully and consult with a parent/guardian and/or certified tax preparer for assistance.

Student Statement of Confidentiality & Responsibility
The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974 which guarantees the confidentiality of a student’s records. As a student employee of both Fairfield University and the FWS program, it is expected that students become familiar with and fully understand both the University’s and federal government’s policies on privacy, confidentiality, and
responsibility during employment. Some FWS jobs permit students access to private, educational and financial records of other students and/or employees and this information MUST be kept confidential at all times. Fairfield University requires that all FWS employees become familiar with FERPA, Fairfield’s Student Statement of Confidentiality & Responsibility (Appendix A) and other University regulations and responsibilities.

**JOB INFORMATION**

**TYPES OF JOBS**

There are several types of FWS jobs available. Combined, there are between 60 and 80 on-campus offices and between 8 and 15 off-campus community agencies that participate in Fairfield University’s FWS program. These figures vary by year. Off-campus jobs are associated with local non-profit organizations, community service and/or public agencies where the work performed is in the public interest. Students can apply for the following jobs:

- Office Assistant
- Tutor
- Lifeguard
- Research Assistant
- Science Laboratory Assistant
- Community Service Assistant
- Intern (Contact FWS Staff for more information)

**COMMUNITY SERVICE JOBS**

Students can earn their award by working with a local, off-campus community agency. Community service jobs contribute to improving the quality of life for both the local community and its residents, particularly low-income individuals, or to solve particular problems related to their needs. These jobs also provide the student with valuable work experience in their desired field of study, the opportunity to network and build relationships in the community both professionally and personally.

Fairfield University recognizes the importance of the promotion of efforts to assist students to develop into global citizens with a healthy life focus on embracing a multicultural world through leadership and civic engagement. As a result, the University has intensified its focus on linking outside of the classroom experiences with key learning outcomes in many areas, especially through a variety of community
service employment opportunities in the FWS program. Such community service opportunities may include work in the following areas:

- Literacy training (tutorial services, educational support),
- Mentoring/tutoring (in high schools; assist with academic & cultural enrichment, college and career awareness, personal wellness), supporting educational and recreational activities, and counseling, including career counseling
- Social, educational, welfare and recreational services to young children and adolescents (day, afternoon or weekend programs, camps, etc.)
- Early learning services and community awareness programs for parents (communications, program development, community planning)
- Support services to enrolled students with disabilities
- Environmental, housing and neighborhood improvement projects; public safety, crime prevention and control initiatives; rural development and community improvement (planning, construction, fund raising, maintenance, etc.)
- Child care (prepare children for school while mothers receive job training)

For a list of the available community service positions, click HERE.

**JOB SEARCH & RESPONSIBILITIES**

The FWS program provides students flexibility and responsibility during the job search and hiring process. The FWS Staff does not provide job placement for students, thus jobs are not guaranteed for any student who is offered a FWS award.

The job search process allows for open communication between the student and supervisor and encourages students to contact only those departments and/or supervisors of jobs of interest. If a student has trouble finding a job or has not received responses from one or more supervisors after several attempts by e-mail or phone, he/she should contact a FWS representative for assistance.

**Students are responsible for:**

- **Searching for AND securing a FWS job!** Jobs are limited and fill quickly! Start searching EARLY! New jobs are posted online each year on **June 1st**.
- **Submitting required employment forms** by the set deadlines
- **Securing FWS employment** by the set deadlines
- **Managing University e-mail account** for important correspondence from the Office of Financial Aid and/or FWS Staff
Following all hiring procedures and job duties (as instructed by the hiring supervisor, FWS Staff, and this handbook)

Cashing FWS pay checks weekly! It is recommended that students sign up for Direct Deposit.

Notifying the FWS Staff or FWS supervisor immediately if he/she experiences dissatisfaction or are uncomfortable in the job. Students have the right to end or change FWS employment, but should properly notify the appropriate University personnel (see section, CHANGES TO EMPLOYMENT).

SECURING A JOB & GETTING HIRED

1. Verify the approved FWS award in my.Fairfield
2. Submit all required employment forms by the set deadlines
3. Search jobs HERE (www.fairfield.edu/fwsjobs)
   a. Search by: department name, title, keyword, term (year/semester).
   b. Identify one or more jobs of interest. It is recommended that students apply to more than one job, but no more than ten at one time as this may become difficult to manage.
4. Complete the FWS Student Interest Form. Once completed, this form should be saved to an accessible location on a personal computer or USB storage device. This form (Appendix B) can/should be used when applying to more than one job.
   a. Students returning to a previous job DO NOT have to complete this form, but are recommended to confirm (email, phone, and in-person) with previous supervisor that he/she can return to the job.
5. Select job(s) of interest and use the Click to View Employer Contact Info link. Log in using your approved Net ID and password. Once logged in, supervisor contact information will be accessible. To log in to an available job listing, students must have an accepted FWS award in my.Fairfield. If the log in is not working, students will be prompted to review his/her financial aid award in my.Fairfield. Students may have not yet accepted the FWS award, which would affect this online access. Click HERE for details on how to manage financial aid in my.Fairfield.
6. Compose an e-mail to the supervisor(s), expressing interest in the job and attach the completed FWS Student Interest Form. This form serves as the student’s job application and should be used to apply to more than one job (if desired). Supervisors may contact students
by phone or e-mail to set up interviews. The job search, interview and hiring processes may take time and can be competitive; patience and persistence is recommended.

7. The supervisor(s) may request other information from students. Students may be required to participate in an in-person or phone interview, submit an additional job application or resume. When attending interviews, students are encouraged to be prepared with class schedules and resumes. It is also expected that students promptly respond to supervisors regarding job inquiries or decisions regarding requests for hiring.

8. When an employment arrangement is agreed upon by the student and supervisor, the supervisor will submit an electronic hiring request (FWS Workflow) to the FWS Staff (in the Office of Financial Aid). The hiring process may take one to five business days, but in certain cases, may take much longer, depending on the status of the student’s financial aid file and FWS eligibility.

9. After the supervisor submits the hiring request (FWS Workflow) and it has been processed, both the student (and supervisor) will receive Job Confirmation E-mails.

**IMPORTANT NOTE:** Students MUST NOT begin work until they receive an APPROVED Job Confirmation E-mail from the FWS Staff. This e-mail provides detailed information about the job assignment (approved or denied), FWS award and supervisor. Student pay checks will be delayed (and/or may not processed) if the hiring process is not completed properly and IF the student begins working without the proper hiring approval from the FWS Staff. It is VERY important for students to manage University e-mail for ALL financial aid and FWS correspondence regarding their eligibility and employment status.

A supervisor’s job request (FWS Workflow) to hire a student may be APPROVED or DENIED:

i. **APPROVED:** e-mail will contain the detailed job assignment information; students must follow instructions within the message. (See Appendix C)

ii. **DENIED:** e-mail will provide a reason(s) as to why the student was not approved for the job. The student should start a new job search (if eligible) or contact the FWS Staff with questions. (See Appendix D)

**CHANGING OR QUITTING JOBS**

After accepting a job or after beginning work, a student is expected to assume the responsibilities associated with their job and role as a FWS employee, as instructed by the supervisor and as outlined in this handbook, for the assigned semester or year. In some cases, there are several reasons when a student might find it necessary to change jobs. Students may feel:
a. job expectations/duties are more than they can handle with their academic schedule
b. job duties are not of much interest after working
c. uncomfortable in the working environment
d. the relationship between him/her and the supervisor is not compatible
e. other

If any of these or any other situations occur, it is strongly recommended that the student discuss the situation with his/her direct FWS supervisor or with the FWS Staff to reach a resolution.

CHANGES TO CURRENT EMPLOYMENT

1. Provide the supervisor AND the FWS Staff (fws@fairfield.edu) with written notice of at least two weeks (if possible) before ending employment. Exceptions may be made if notice of less than two weeks is provided, but at the discretion of the supervisor and FWS Staff. Job changes will be processed on a case-by-case basis by the FWS Staff, in conjunction with the student and supervisor. The FWS Staff will update employment records ONLY after written notification is received from the student AND from the appropriate supervisor(s).

2. Students should start a new job search if they would like to continue earning their FWS award (if eligible) and can refer to the section, JOB SEARCH & RESPONSIBILITIES for more details. A student is not permitted to work in a new job until he/she receives an approved Job Confirmation E-mail for the new job. The new supervisor must submit a FWS Workflow request to hire the student. Students cannot begin the new job until the FWS Staff has processed the employment records for both the previous and new job. Students will receive a new Job Confirmation E-mail for the new job and should not work until this time.

For additional assistance with changing jobs, contact the FWS Staff.

RETURNING TO A PREVIOUS JOB

It is strongly recommended that students and supervisors discuss and confirm FWS employment PRIOR to the spring semester and/or PRIOR to the next academic year (usually end of spring semester or in summer). Students and supervisors can decide together if the existing employment arrangement will work for the next year or if the student must search for a new FWS job.

Supervisors will complete the hiring process with the FWS Staff in mid-July and/or August for students returning to the same jobs for the following fall. Hiring takes place only one time per year. Even though some students return to the same jobs and may have similar schedules in the following year, they are
not permitted to begin work in the next academic year until they receive the Job Confirmation E-mail, indicating job status/assignment.

WORKING MULTIPLE JOBS
FWS students are eligible to work only ONE job in any academic year. Students who are not eligible for a FWS award may seek other employment at the University in departments such as Recreation, Dining Services, Fairfield University bookstore, DiMenna-Nyselius Library, among others. Students can contact these and other departments directly to inquire about part-time employment.

TIME MANAGEMENT

FWS in my.Fairfield
Students can view FWS awards and earnings in the University student portal, my.Fairfield.

1. Log into my.Fairfield with Net ID and password.
2. On the Services tab, scroll down to Financial Aid.
3. Use Award History in the Quick Links channel. Select desired academic year to view Awards by academic year and total amounts Paid to Date of financial aid (including FWS).

HOURS OF WORK
Students are expected to work a minimum of two to four hours per week and are limited to only work a
maximum of 20 hours per week while school is in session. Hours in excess of 20 per week may be considered for approval by the FWS Staff and supervisor, but an approval must be received PRIOR to the student working the additional hours.

**FWS earnings must not exceed an annual award.** It is suggested that students plan to earn half of an award per semester, during the hours that are most convenient for academic, employment, and personal commitments. The number of hours a student can work will vary, depending on their schedule and the demands of the department in which they work. Students may work a maximum of 40 hours per week during the University’s scheduled winter and spring breaks, but must receive approval for additional hours PRIOR to working during these sessions from the FWS Staff and supervisor. For most on-campus jobs, the University’s hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, but may vary by department and/or event schedules. Weekend hours may be available in select departments.

**MANAGING HOURS**

Students MUST earn only the amount of their total award. Students who work hours in excess of their award (without proper approval and/or eligibility) will not be paid from FWS funding. These students may choose to consult with their supervisor regarding continuing employment with pay from the department in which they work. Students and supervisors will receive a set of two e-mail notices to help manage hours:

<table>
<thead>
<tr>
<th>FWS Hours Notice 1</th>
<th>Earnings are within $200 of maximum award</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS Hours FINAL Notice 2</td>
<td>Earnings are within $50-100 of max. award OR earnings have reached or exceeded the maximum award</td>
</tr>
<tr>
<td></td>
<td>Student MUST stop working immediately</td>
</tr>
</tbody>
</table>

It is strongly recommended that students manage their hours as carefully as possible as **NOT** to work hours in excess of their total award.

**PLEASE NOTE:** The week in which students are submitting hours does NOT include the previous week’s hours that students may have already submitted for approval. Payroll processing is one week behind in the system, so it is important that when managing hours, students be sure to add hours worked in the week prior. Students can use this formula to calculate hours for the standard FWS award of $1,000 (see next page for sample).

\[
\text{Total hours of work} = \frac{\$1,000.00 \text{ Annual FWS award}}{\text{divide by the anticipated hourly wage rate}}
\]
Total hours of work / divide by the number of weeks in the academic year (approximately 16 weeks per semester)

________ = Average number of hours to work per week

**Example:** $1,000/$8.70 hourly rate (state of CT rate for 1/1/14) = 114.94 hours

114/~16 weeks per semester = ~7 hours per week

Students may also contact the FWS Staff, supervisor, or the Office of Financial Aid with award and earnings inquiries.

**Checking Remaining Hours**

1. Log into my.Fairfield and click the Employee tab. Scroll down to Human Resources.

2. Scroll down to Payroll & Tax Information. Click Earnings History.
   a. When checking hours in the FALL semester for students who work in the FALL, use the date range of September to the current month. This will show the student’s total earnings-to-date.
   b. When checking hours in the SPRING semester for students who only began work in the SPRING semester, use the date range of January to the current month. This will show the student’s total earnings-to-date.
   c. When checking hours in the SPRING semester for students who work in both FALL and SPRING semesters, use the date range of September to the current month of the SPRING semester. This will show the student’s total earnings-to-date.

3. Subtract the total earnings-to-date amount from the student’s original FWS award.
   Example:
   
   $1,000     Original FWS award  
   - $664.14  Earnings-to-date  
   = $335.86  FWS award left to earn

4. To calculate the number of hours a student has to work for the year (or semester if only working in one semester), the FWS award left to earn must be divided by the student’s hourly rate. This will result in the number of remaining hours a student can work. Students can reference their pay stub for their hourly rate.
   Example:
   
   $335.86/$8.25 = 40.7 hours remaining to work

**MEAL TIMES & BREAKS**

Unpaid meal periods can be offered in each work period of six hours or more per day. Generally, the
meal period is for one hour, but may vary by department. The supervisor will inform students of times for meal periods (if applicable).

Meal periods must be taken when scheduled, unless the supervisor authorizes otherwise. **Please note:** meal period time must be deducted from the hours reported for pay. A student who works at least one four hour period is eligible for a 10-minute paid break. Breaks are scheduled at the convenience of the department and at the approval of the supervisor.

**WORK SCHEDULE**

Students should set up a work schedule with their supervisor at the time of hire (upon receipt of Job Confirmation E-mail) and are expected to follow it. It is very important for students to discuss class schedules, academic, personal, medical, athletic, and other responsibilities, commitments and extracurricular activities with the supervisor prior to accepting a job and creating a work schedule. The supervisor should be aware of the student’s availability for the semester and year, when possible. Students are expected to contact the supervisor when there are scheduling conflicts or issues (tardiness, absences, academic/other responsibilities, emergencies, etc.).

**REPORTING HOURS & PAYROLL**

**WEB TIME ENTRY (submission of hours worked): EFFECTIVE: SEPTEMBER 5, 2012**

Web Time Entry (WTE) is Fairfield University’s electronic system for student submission of FWS hours via Self-Service in my.Fairfield. Students MUST submit all FWS hours via WTE on a WEEKLY basis. Students can submit hours to the FWS supervisor in WTE ANYTIME during the 24 hours of a day OR during the seven days of the week, AND from ANYWHERE – on or off campus!! No LATE time sheets!

**IMPORTANT NOTE: DO NOT USE the BACK BUTTON from your BROWSER! ONLY USE THE PREVIOUS MENU or BACK BUTTONS in Web Time Entry.**

Follow these steps to submit FWS hours (weekly):

1. Login to my.Fairfield
2. Go to Services tab, scroll to Financial Aid
3. Click on the FWS Web Time Entry link
4. Select Access my Time Sheet, click Select.
5. Please note important messages on the **Time Sheet Selection** home page:

**Time Sheet Selection**

- Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.
- You are responsible for managing your FWS hours and award accurately. If you work more hours than your award permits, you will not be paid with federal funds.
- The work week is **Monday & Sunday**. You **MUST** submit your timesheets for approval by Friday of each work week unless you are scheduled to work Saturday-Sunday.
- If you work **Saturday & Sunday**, you **MUST** submit FWS hours for approval by **12:00pm EVERY MONDAY**.

6. Check the appropriate job button:
   a. **My Choice as FWS (Federal Work Study)**
   b. Select the **correct and most current week** (in which you worked) from the **Pay Period and Status** drop down menu.

**Time Sheet Selection**

- Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

**Title and Department**

- **FWS - Federal Work Study**, Human Resources Admin Office, 234200

**My Choice**

- **Feb 27, 2012 to Mar 04, 2012 Not Started**

**Pay Period and Status**

- **Time Sheet**

**NOTE:** If you do not have the most current academic year or pay period listed, submit an inquiry to [fws@fairfield.edu](mailto:fws@fairfield.edu) or call (203) 254-4125. You may not be officially hired yet and/or there may be other issues with WTE account.

   c. Click **Time Sheet** to open/view the weekly time sheet.

7. **IMPORTANT NOTE**: Enter Hours ONLY in the **REGULAR HOURS – FICA NOT TAXED** line (red arrow on page 19). Do not enter FWS hours on the Regular Pay line.
a. Click on Enter Hours for each day you worked in that week; type in your hours to the nearest whole hour(s), quarter or half hour(s):

b. 2.5 = 2 hours 30 minutes
c. 2.25 = 2 hours 15 minutes
d. 2.75 = 2 hours 45 minutes

8. Click Submit for Approval when hours have been entered for the week.
   a. SAVE entered hours each day.
   b. If Submit for Approval is used on the first day hours are entered in a week, and there will need to be hours entered in for other days later in the week, the supervisor will have to Return the time sheet for Correction to the student in WTE. This will allow the student to access the weekly time sheet again and enter the rest of the hours by week’s end.

If students work more than one day in any given work week, follow the next set(s) of instructions, and use whichever category applies:

OPTION 1

If a student works the SAME amount of hours for multiple days in ONE work week, follow the set of instructions on the next page. NOTE: Students can add Comments if necessary, but are not required.
a. Use the **Enter Hours** option for the first day worked and enter the total hours worked.

**IMPORTANT NOTE:** Enter Hours ONLY in the **REGULAR HOURS – FICA NOT TAXED** line (red arrow). Do not enter FWS hours on the Regular Pay line.

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Click **COPY**. Select (check box) **ALL** the days of the week that you worked the **SAME** amount of hours each day.
Click **Time Sheet** to complete the **COPY** step.

Verify that the information is correct and add **Comments** (if desired) or Submit for Approval.

**NOTE:** If at any time you need to CLEAR the hours entered, click **Restart.** This will erase all the information you have entered.

**OPTION 2**

If a student works **DIFFERENT hours on multiple days in ONE work week**, follow these instructions:
IMPORTANT NOTE: Enter Hours ONLY in the REGULAR HOURS – FICA NOT TAXED line (red arrow, next page). Do not enter FWS hours on the Regular Pay line.

- Click Enter Hours for the first day worked and enter the hours worked. SAVE. Repeat for other days during the same week, as you work each day – or enter for each day at the end of the week.

- SAVE after each entry.

Verify that the information you entered is correct. You can view your hours using the Preview button or add Comments. When you are done submitting hours for the week, click Submit for Approval.
NOTE: If at any time you need to CLEAR the hours entered, click Restart. This will erase all the information you have entered.

SUBMITTING TIME SHEET TO SUPERVISOR FOR APPROVAL (end of the week)

After you click Submit for Approval, you will be prompted with a message at the top of the page, “Your time sheet was submitted successfully.” You will also see your completed time sheet with a date stamp (this serves as your electronic signature) and who (your FWS Supervisor) will approve your time sheet. This information will appear at the bottom on the Time and Leave Reporting page. Submit hours WEEKLY by the date/time noted in your FWS Job Confirmation E-mail.
1. If a student forgets to submit hours in ONE week, he/she must promptly submit hours in Web Time Entry (WTE) in the VERY NEXT PAY PERIOD, using WTE.

2. Students must include any additional hours worked in the current week (in the total hours worked each day).

3. Students must document this situation (LATE time sheet submission) in the Comments section of their WTE account. It is critical that students include the exact number of hours worked in the previous week and include the previous week’s beginning and ending pay period dates on which these hours were worked.

4. Students’ pay may be delayed and/or is subject to non-payment as a result of submitting FWS hours late via WTE.

5. LATE hours may be subject to approval by the student’s FWS supervisor and/or by the Payroll Department, FWS Staff and/or Office of Financial Aid. Pay check processing may be delayed and/or denied, depending on the student’s total award eligibility and/or remaining FWS award in the given academic year.

6. LATE hours submitted in WTE for multiple weeks by the same student may not be approved. Students should submit FWS hours ON TIME, in Web Time Entry, EVERY WEEK!

7. Hours worked in the FALL semester will NOT be paid in the SPRING semester.
SUBMITTING COMMUNITY SERVICE HOURS

Students will be expected to record hours on a weekly basis using the Fairfield University approved Time Sheet. The Time Sheet will be provided to the student by the hiring Community Service Supervisor/Agency.

If you use your OWN transportation for off-campus work-study employment:
   a. Record the time “IN” as the time you left campus to go to work
   b. Record the time “OUT” as the time you arrived on campus from work

If your employer provides transportation to you for off-campus work-study employment:
   a. Record the time “IN” as the time you arrive at work (off campus)
   b. Record the time “OUT” as the time you leave work to go back to campus (off campus)

REPORTING TIME RESPONSIBLY

Incomplete, inaccurate or illegible record of hours worked on your time sheet will delay paycheck processing. Students must indicate hours worked each day and supervisors must sign submit approved hours to the Payroll Office by email or by fax (supervisors are provided instructions on this process).

Hours should be recorded to the nearest quarter of an hour. When necessary, students are permitted to round time to the nearest quarter of an hour. Students are expected to maintain an accurate record of their hours worked. Example: a student who worked about five minutes past their scheduled time of 3:45, can record 4:00 on their time report as the “OUT” hour. Sample Record of Hours:

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:30 am</td>
<td>1:30 pm</td>
</tr>
<tr>
<td>IN</td>
<td>10:30 am</td>
<td>3:45 pm</td>
</tr>
<tr>
<td>OUT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>2.0</td>
<td>2.25</td>
</tr>
</tbody>
</table>

Fraudulent or forgery with respect to hours worked (or suspicion of such activity from a supervisor, fellow student, or University personnel) will be reported to the FWS Staff, Office of Financial Aid and the Office of Human Resources for further investigation and/or disciplinary action. A student’s employment status in the FWS program will be determined by the FWS Administrator and Office of Financial Aid and student will be notified by mail and/or e-mail of the employment decision.
PAYCHECKS

Payment for FWS earnings may be DELAYED (or denied) when a:

1. Time Sheet is submitted LATE via Web Time Entry (WTE), either by the student or by the supervisor
2. Time Sheet is submitted for MULTIPLE weeks in ONE WTE submission (or by fax/email for community agencies), from the student and/or from the supervisor
3. Time Sheet is incomplete or inaccurate upon submission
4. Time Sheet is submitted for a student who has NOT been officially hired in the FWS program
5. Time Sheet is submitted for a student who has earned monies in excess of an approved FWS award
6. Student has not cashed a FWS paycheck from one to two weeks prior (student will be given the option to sign up for direct deposit from the FWS Staff and/or Payroll)

Pay checks are distributed from the Payroll Office to all on-campus departments on Fridays. The University is no longer printing pay stubs for employees with direct deposit. Students who do not have direct deposit can pick up their pay check in the office in which they work. FWS Community Service employees will have their pay checks delivered to the Office of Financial Aid (Kelley Center), unless otherwise requested to have pay checks delivered to their home or campus address. If a student is unable to pick up his/her pay check, it will remain in the on-campus office where it was originally delivered. Questions about pay check delivery should be sent to the FWS Staff.

DIRECT DEPOSIT & MONEY MANAGEMENT
The University offers direct deposit services for FWS earnings. It is strongly recommended that students sign up for this service. Any student interested in having their pay check automatically deposited into a checking and/or savings account may do so. Students can contact the Payroll Office at payroll@fairfield.edu or click HERE for more information.

UNCASHED FWS CHECKS
Students who FAIL to cash one pay check will be notified by the Payroll Office (by phone and e-mail) to do so in a timely manner. Should a student then FAIL to cash a second check (regardless of the semester employed) and receive another notification from the Payroll Office. At this time, the FWS Staff will work with the student and provide the option of signing up for direct deposit in order not to jeopardize future participation and/or earnings in the FWS program.
It is strongly suggested that students create a smart financial plan for spending FWS earnings (and other funding sources) by semester or by year, while in college. Budgeting tools and resources can be found in Fairfield’s library, at local banks or bookstores, on-line, from family/friends, the Department of Education and federal government. Fairfield University and the FWS program expect students to work hard in a job of interest, earn FWS awards as approved, and make time to manage earnings wisely before spending, during and after college.

RESPONSIBILITIES

The role of the student is vital to the success of the FWS program at Fairfield University. It is important for students to treat this FWS job as a “real” job and perform their job duties, projects and assignments in a serious, responsible and professional manner as they are both a representative and an employee of Fairfield University.

The STUDENT has RESPONSIBILITIES to:

- Meet all application deadlines and submit all financial aid required documents with respect to FWS eligibility
- Manage University e-mail account regularly for correspondence from both the FWS Staff and Office of Financial Aid
- Secure a FWS job in a timely manner (by set deadlines)
- Create a manageable and flexible work schedule (with the supervisor) based on academic course load and other college commitments
- Follow all procedures and policies as instructed by the FWS staff (in this handbook and through all other correspondence)
- Report to FWS job as scheduled
- Act in manner which displays the utmost confidentiality and respect of others
- Strictly abide by all University, state and federal privacy FERPA (Family Educational Rights and Privacy Act) regulations and policies.
- Strictly abide by all University and FWS employment policies and procedures as outlined in this handbook
- Demonstrate professional and courteous behavior at all times, as a representative of Fairfield University
- Dress appropriately for the job (at the discretion of the hiring department); be sure to confirm preferred work attire with your supervisor PRIOR to working
- Monitor and record hours worked accurately; submit time reports weekly
- Refrain from conducting personal/academic matters during work (i.e. NO internet or cell phone use at any times and NO studying, homework or excessive socializing).
- Meet all job expectations and perform all duties as indicated by the supervisor
- Notify supervisor immediately of anticipated absences or tardiness as early in the workday as possible; confirm with the supervisor the preferred form(s) of communication for such notifications
- Refrain from scheduling FWS hours during any scheduled class time
- Discuss any work-related issues with your supervisor or the FWS Staff
- Limit work schedules to no more than 20 hours per week during the semester(s), 40 hours per week during scheduled breaks (with approval from the FWS Staff and supervisor)

**WAGES**

Students are paid an hourly rate of the Connecticut state minimum wage unless otherwise approved by the FWS Staff and Office of Financial Aid. Wage rates vary for any FWS job as there may be greater responsibilities and advanced experience required for the job.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Hourly Rates</th>
<th>Hourly Rates *Effective 1/1/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant</td>
<td>*$8.25</td>
<td>$8.70</td>
</tr>
<tr>
<td>Certified Lifeguard</td>
<td>$8.25</td>
<td>$8.70</td>
</tr>
<tr>
<td>Tutor</td>
<td>$8.50</td>
<td>$8.95</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>$8.50</td>
<td>$8.95</td>
</tr>
<tr>
<td>Science Laboratory Assistant</td>
<td>$9.00</td>
<td>$9.45</td>
</tr>
<tr>
<td>Community Service Assistant</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

*The hourly rate for this job title is subject to change as the Connecticut State minimum wage rate changes. Effective January 1, 2010, the Connecticut State minimum hourly wage rate was changed to $8.25. Effective January 1, 2014, the Connecticut State minimum hourly wage will be $8.70.

Community service jobs are paid an hourly rate of $15.00. When appropriate, community agency jobs that do not require work to be performed in the public interest may pay a different hourly rate. This hourly rate will be determined at the time of hire by the FWS Staff, depending on the job duties and location.

**WAITLIST**

The FWS Staff maintains a waitlist for students who may be eligible for FWS but who were not originally offered an award. The waitlist is also for students who have had a canceled award in prior years due to
ineligibility, but may demonstrate eligibility in the current/future year(s). Depending on the funding level and job availability throughout the year, students on the waitlist may be contacted for an offer of FWS. Students on the FWS waitlist are not guaranteed an award. Waitlist inquiries can be forwarded to fws@fairfield.edu.

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**FAIRFIELD UNIVERSITY EMPLOYMENT POLICIES & PROCEDURES**

**ABSENCE & PUNCTUALITY**

If a student is unable to attend the FWS job because of illness or other personal problems/scheduling conflicts, he/she must contact the supervisor as soon as possible (by phone or e-mail). It is strongly recommended that supervisors are notified every time a student anticipates an absence or anticipates arriving to work later than scheduled. Frequent absences and tardiness are justifiable causes for ending FWS employment.

Emergencies do arise, but frequent absences or lateness as well as failure to give proper notice of absence(s), decreases the value of a student’s role as a FWS student and his/her services to the University and may result in release from employment. A student’s failure to report to their job without notice is grounds for dismissal on the basis of voluntary termination.

Student employment records will be removed from the FWS program upon graduation, withdrawal, or dismissal from the University. Students (and supervisors, if applicable) will be notified accordingly.

**AFFIRMATIVE ACTION**

Fairfield University provides equal opportunity for qualified persons; prohibits discrimination because of race, religion, color, national origin or ancestry, sex, sexual orientation, age, marital status, disability or handicap, or veteran status; and promotes the full realization of equal opportunity through positive, continuing affirmative activity in each division or department of the University. It is the University’s policy that all employees:

1. Not discriminate against any employee because of race, religion, color, national origin or ancestry, sex, sexual orientation, age, marital status, disability or handicap, or veteran status.
2. Use measures to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, national origin or ancestry, sex, sexual orientation, age, marital status, disability or handicap, or veteran status.

3. Take measures to prevent sexual harassment from occurring in the Fairfield University community and to take positive steps through established complaint procedures to correct any occurrences of sexual harassment.

Each employee (student, faculty or staff) must be careful to avoid remarks that could be interpreted as racial, religious, ethnic, gender-related, or personal insults. We can neither condone nor tolerate disrespect for personal dignity. If you believe that you have been discriminated against in employment, please contact the Affirmative Action Officer in the Office of Human Resources (Dolan Commons, Ground Floor).

**ATTIRE & WORKPLACE ETIQUETTE**

There is no formal dress code for FWS employees; however, student employees are expected to dress in a fashion that is appropriate to their particular job on and off-campus as they are a representative of Fairfield University at all times. Jeans and shorts can be worn (if approved by the supervisor), but in good taste for the environment in which they are working.

Students are expected to be professional, courteous and respectful in their interactions with students, faculty, and the community. In certain areas, dress precautions must be taken for health and safety reasons and students will be instructed by supervisors in these work areas. A student’s clothing must be clean and in good repair. Individual supervisors may establish a dress code for their department and students will be notified of such attire accordingly.

Students will not be permitted to wear provocative clothing, clothing bearing offensive language or advertising alcohol, cigarettes, illegal substances or events, or clothing that exposes their midriff or upper thigh areas. A student must also exercise good personal hygiene habits.

Homework, reading and other personal work is not permitted unless a supervisor authorizes this activity. Telephones, computers and other University resources are for business use only (with the exception of any medical/family emergency) and are not to be used for personal reasons without supervisor approval. Cell phones, computers with internet access (University and personal lap tops), video games and other electronic devices not related to the FWS job duties are not to be used during work hours.
COMPUTER USAGE

Fairfield University’s computer resources must be used in a manner that is consistent with each user’s duties and responsibilities. All users are expected to act in a spirit of mutual respect and cooperation, while adhering to the following policies. For the purposes of this policy, users include work-study students and supervisors who have access to University computers.

1. Users may utilize University computer resources ONLY for University-related purposes.
2. Each user is responsible for safeguarding his/her computer account. Each user will be held responsible for all actions originating from his/her account.
3. Users may not knowingly use any system to produce system failure or degrade performance.
4. Users may not engage in unauthorized duplication, alteration, or destruction of data, programs, or software belonging to others and may not copy material protected by copyright.
5. Users may not engage in improper use of computer hardware. This includes, but is not limited to, tampering with equipment or unauthorized removal of equipment or components.
6. Users may not use computer resources to engage in abuse of other users. Such abuse includes, but is not limited to, the sending of abusive, obscene, or numerous messages within the University or beyond via network facilities.

The University reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with these policies. Any user who is found to be in violation of these policies is subject to:

- Suspension and/or termination of computer privileges;
- Disciplinary action according to both University and FWS policies;
- Referral to law enforcement authorities for criminal prosecution; and
- Other legal action, including action to recover civil damages and penalties.

CONFIDENTIALITY

The University expects its employees (including FWS students) to be the most prudent in discussing ANY University business with others. Most, if not all work within Fairfield may be regarded as confidential, and it is in the best interest of the University and its employees if that work is not discussed indiscriminately with others who are not directly involved with it. Confidential University matters should not be the subject of casual conversation at ANY time. Matters concerning University finances, student/faculty/staff information, and other such private or personal subjects should be held in the
strictest confidence. Disregard for confidentiality can (and most often will) result in disciplinary action by the FWS Staff and University personnel.

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. Student employees of Fairfield University are required to become familiar with the basic provisions of FERPA (see Appendix D) and acknowledge their understanding of its terms by signing the University FERPA form (prior to working). This will ensure students’ awareness of FERPA and its consequences of violating the terms while a University and FWS employee. FERPA violations may result in disciplinary action including, but not limited to, termination from a FWS job permanently for a student’s career at Fairfield University.

**Students must NOT, under any circumstances, release student information to anyone other than the student, unless:**

- your FWS job, FWS supervisor, and/or University personnel permits
- the student has provided a written statement giving permission for the University (FWS student) to discuss their file/information with a separate party

Students must refer all requests for information regarding a student to other available University staff, faculty or FWS supervisor directly; this will ensure that student employees are not at risk of violating FERPA.

Students also must avoid acquiring student information that he/she is not required to possess and must NOT exchange student information that he/she has learned while in the FWS job. An example of disclosing student information and violating FERPA would be any of the following:

- informing a student/parent/friend/University employee of another student’s class schedule
- informing a student/parent/friend/University employee of another student’s phone number, e-mail/home/campus address, date of birth
- informing a student/parent/friend/University employee of another student’s personal information

Any of these (and others as indicated by the FWS Staff or University personnel) are violations of FERPA and will result in disciplinary action and/or termination from a FWS job. Any information FWS students obtain during their employment must remain in the appropriate department/office. For more information, click [HERE](#).
CONFLICT OF INTEREST

No administrative officer/employee or student employee may accept, for private use, directly or through a member of his/her immediate family or otherwise, any gratuitous payment, loan, service, or accommodation of value from any other party doing or seeking to do business with Fairfield University. Accepting entertainment, travel, or gifts of a character that reasonably might be deemed by others to affect the judgment or action of the officer or student employee in the performance of his/her employment duties with Fairfield University would also contravene this policy.

CONTACT INFORMATION

OFFICE OF FINANCIAL AID
Location
Aloysius P. Kelley, S.J. Center
1073 North Benson Road
Fairfield, CT 06824
Days/Hours
8:30 a.m. - 4:30 p.m., Monday – Friday
Summer hours may vary; closed on Saturday & Sunday
Phone
(203) 254 – 4125
E-mail
fws@fairfield.edu
Web
www.fairfield.edu/fws
Jobs
www.fairfield.edu/fwsjobs

PAYROLL OFFICE
Location
McAuliffe Hall
Days/Hours
8:30 a.m. - 4:30 p.m., Monday – Friday
Summer hours may vary; closed on Saturday & Sunday
Phone
(203) 254 – 4000 Ext. 2548
Fax
(203) 254 – 4158
E-mail
payroll@fairfield.edu

OFFICE OF HUMAN RESOURCES
Location
Dolan Hall, Lower Level
Days/Hours
8:30 a.m. - 4:30 p.m., Monday – Friday
Summer hours may vary; closed on Saturday & Sunday
Phone
(203) 254 – 4000 Ext. 2277
E-mail
hr@fairfield.edu
Web
www.fairfield.edu/hr
DISCIPLINARY ACTION PLAN

Students are responsible to fulfill all job duties and meet expectations outlined by the supervisor, by the job description and by the FWS Staff. If a student is excessively absent/tardy, insufficiently performing daily duties and projects, having difficulty managing their schedules and responsibilities or simply not a good match with the department and/or the job, the supervisor has the ability and authority to dismiss the student from their work-study job. The student also has the flexibility to quit or change jobs.

If the supervisor determines a student’s performance and/or behavior is unsatisfactory in any way, the student must understand the following disciplinary process will take place before their employment status will be affected.

1. **First Warning (verbal and written):** If a student is not showing up for their job, not responding to other types of contact (calls/e-mails) from the supervisor, not completing daily duties or other projects as assigned, behaving in an unprofessional manner, or there has been no contact from the student for three to five days, the **supervisor must:**

   a. Make one attempt to contact the student by e-mail and one attempt by phone before issuing the first warning. If the supervisor is able to meet with the student after this contact has been made, the supervisor must issue the **First Warning Confirmation Form** to reiterate the job duties, responsibilities, and expectations, explain the noticeable (and potentially negative) performance issues or behavior and outline a mutual improvement plan. If there was no response to both forms of contact from the student and he/she is not reachable, the supervisor should issue contact the Office of Financial Aid regarding issuing the First Warning in the absence of the student.

   b. After discussing the warning with the student, the supervisor will submit the **First Warning Confirmation Form** to the Office of Financial Aid.

   c. A copy of this form will be kept in the student’s employment file, sent to their campus/home address and sent to the FWS supervisor.

2. **Second Warning (written only):** If after the first warning was issued, the performance and/or behavior have not changed to meet the previously discussed job duties, responsibilities and expectations and mutual improvement action plan, the **supervisor must:**
a. Provide a Second Warning to (and with) the student. This warning indicates that after the First Warning, the student’s performance and/or behavior have not changed, the mutual improvement action plan was not followed.

b. The supervisor will submit the **Second Warning Confirmation Form** to the Office of Financial Aid.

c. A copy of this form will be kept in the student’s file, sent to their campus/home address and sent to the FWS supervisor.

3. **Request to Remove Employment:** In some cases, there are reasons a supervisor might find it necessary to remove a student from their work-study employment. Here are the steps to end FWS employment for a student, after both the First and Second Warnings proved unsuccessful and unsatisfactory, with respect to the student’s work performance and/or behavior:

   a. The supervisor must submit the **Request to Remove Employment Form** (e-mail, fax or interoffice mail) to the Office of Financial Aid.

   b. The supervisor must indicate (e-mail, phone or in person) to the student that the **Request to Remove Employment Form** has been submitted.

   c. It is strongly recommended the supervisor provide the student with at least 48 – 72 hours’ notice of this employment decision. Some exceptions will be made, depending on the situation.

   d. The employment changes records will be processed by the FWS Staff. The student and supervisor will receive both an e-mail and paper letter for this employment change.

   e. The supervisor can choose to hire a replacement student (if applicable).

Ultimately, the student’s eligibility and terms of employment in the program is subject to approval by the FWS Staff and will be documented in the approved **Request to Remove Employment Form.** Employment records will be processed accordingly by the FWS Staff and by the Office of Financial Aid.

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**DRUG & ALCOHOL PREVENTION PROGRAM**

Fairfield University’s students and employees are our most valuable resources and their health and safety is a serious concern to the University. For this reason, we have adopted and implemented a program that complies with the Drug-Free Schools and Communities Act amendments of 1989. This act requires that as a condition of receiving financial assistance, Fairfield certifies the adoption of an effective program to combat and prevent the use and sale of illicit drugs and alcohol by employees and students.
EMERGENCY CLOSINGS & INCLEMENT WEATHER

During periods of inclement weather, all employees are expected to make every effort to report to work when normal operations are not officially cancelled or delayed. If you cannot report to your job, you must contact your supervisor immediately.

For inclement weather delays and closings, announcements will be made on various radio stations, including WICC, WEZN, WNLK, WELI, WSTC, and WVOF beginning at 6 a.m. Please call the University #(203) 254 – 4000 or visit www.fairfield.edu for weather-related delays and closings.

GRIEVANCE PROCEDURE

Students are encouraged to discuss matters of concern or dissatisfaction related to their work-study employment with their Supervisor. Most minor disagreements or problems can be resolved by honest, non-confrontational discussions. Students should follow these steps if they find their environment challenging:

1. An attempt should be made by the student (in person, e-mail or by phone) to informally resolve the issue between any fellow student worker and/or supervisor (or other University staff members).

2. If things cannot be resolved within the office after this attempt, it is strongly suggested that the student make an appointment with a FWS representative to discuss the matter further no later than 15 days after the student employee first attempted to resolve the issue with his/her supervisor. The FWS representative will address both the student and supervisor concerns/issues.

3. If the student has a concern directly related to the supervisor and as a direct result is not able to discuss the matters with the supervisor, it is strongly suggested that the student should make an appointment with the FWS representative to discuss the matter further, no later than 15 days after the student employee first notices the discomfort or dissatisfaction in their FWS job environment. The FWS representative will address both the student and supervisor concerns/issues.

If the matter cannot be resolved properly through the FWS representative, the student and the applicable supervisor, the matter will be referred to the Office of Human Resources for resolution.
HOLIDAYS

Many holidays are enjoyed by the University community when they fall on a regular business day; however, work-study students are considered temporary employees and will not receive payment for any holiday when the University is closed and classes are not in session.

HUMAN RESOURCES

If there are questions about any Fairfield University Employee policies in this handbook, contact the Office of Human Resources at (203) 254-4000 ext. 2277 or e-mail hr@fairfield.edu.

INJURY & ACCIDENT

If a student is injured or has an accident while performing their duties as a FWS student, the student must immediately notify the supervisor. Immediate first-aid treatment for the injury is available through either the University Health Center or through the Office of Public Safety (Loyola Hall, Lower Level). The supervisor should immediately contact the Office of Financial Aid and the Office of Human Resources for further instructions.

REFERENCES

The following college and university federal work-study programs were researched (in 2006-2008) and referenced during the construction of this handbook:

American University (2006) http://www.american.edu/hr/fws.html
Montana State University – Great Falls
College of Technology (2007-08); Julie Rummel, Publisher
Mount Mercy College (2006) www.mtmercy.edu
University of Pennsylvania (2008) http://www.sfs.upenn.edu/seo

SAFETY & SECURITY

Fairfield University makes every effort to maintain a relatively safe working environment, using its best efforts to provide employees with equipment that is properly maintained. Training programs in fire
safety and the use of handling of materials that can be harmful are conducted on a regular basis. General University safety efforts are conducted by the University safety officers. Student employees, in turn, have the responsibility to perform their work in a safe manner and to help prevent accidents. If, at any time, a potentially dangerous condition is noticed, student employees are asked to notify their supervisor and/or the security department immediately at ext. 4090.

The Public Safety Department, located on the ground floor of Loyola Hall, has personnel trained in emergency first-aid treatment, safety measures, and crime prevention. This office is responsible for maintaining a secure campus community and requires students’ cooperation in doing so. All matters dealing with security concerns, parking, and traffic problems should be referred to this office at ext. 4090.

FIRE SAFETY
The University Fire Marshall is responsible for establishing regulations relative to fire safety. For the protection of students and all employees alike, fire drills are conducted periodically. It is the responsibility of every employee to be familiar with the University’s fire regulations. For further information, contact the Fire Marshall at (203) 254-4000 ext. 2546.

SCIENCE LABORATORY SAFETY: Effective September 1, 2009; Revised August 1, 2012
Students who work in the biology, chemistry and/or nursing laboratories may encounter hazardous chemicals and should be aware of the safety precautions and mandatory trainings for these positions.

BIOLOGY
Students who work in the Biology Department’s laboratories may encounter hazardous chemicals, microbial cultures, and other potential hazards. Student lab technician candidates should be aware that safety precautions will need to be taken and mandatory trainings will be essential to work in these positions.

All students accepted as laboratory technical assistants (FWS and non-FWS student employees) begin with an on-line Hazardous Communication (HazComm) training subscribed to and required annually by Fairfield University. All biology lab technicians will annually receive, read, and sign off on a chemical safety manual, similar to that used in the Chemistry Department. Before working in a new lab area or with a new lab task, appropriate orientation and instruction will be given by experienced lab personnel as required beyond the HazComm training and the chemical safety manual.
The biology laboratories will provide every student with training as needed, very often one-on-one. Periodic lab meetings and viewing of safety videos will supplement the HazComm training, chemical safety manual, and one-on-one training. Training will be documented. Many of our procedures are available in written form for student consultation in hard copy in the main preparatory area (BNW 249), and these may be available electronically on the Xythos – or other – server (in a folder to which students will have access).

CHEMISTRY
Students who work in the Chemistry Department’s laboratories may encounter hazardous chemicals and other potential hazards. Student lab assistant candidates are to be aware that safety precautions will need to be taken and mandatory trainings will be essential to work in these positions.

All students accepted as laboratory technical assistants (FWS and non-FWS student employees) begin with an on-line Hazardous Communication (HazComm) training subscribed to and required annually by Fairfield University. All chemistry lab technicians will annually receive, read, and sign off on the Chemistry Department’s Safety Manual and Lab Assistant Orientation Manual. Before working in a new lab area or with a new lab task, appropriate orientation and instruction will be given by experienced lab personnel as required. Many of our procedures will be available in written form for student consultation.

Students who work in the School of Nursing laboratories may encounter both simulated and actual medical equipment that requires special handling including but not limited to: medical waste disposal boxes, needles/syringes and other medical “sharps”, electronic equipment such as electrocardiograph (ECG) machines, cardiac monitors, defibrillators and human patient simulator mannequins, simulated medications, and other medical items used for simulated patient care and skills practice. Lab assistants are not expected to handle equipment without instruction from the lab Director during orientation and as needed throughout the semester.

PHYSICS - Physics Department’s laboratories do not employ students in the FWS program.

PSYCHOLOGY
Students who work in the Psychology Department’s laboratories may encounter hazardous chemicals, as well as other potential hazards as related to animal care. Student lab technician candidates are to be
aware that safety precautions will need to be taken and mandatory trainings will be essential to work in these positions.

All students accepted as laboratory assistants (FWS and non-FWS student employees) begin with an online Hazardous Communication (HazComm) training subscribed to and required annually by Fairfield University. All psychology lab technicians will annually receive, read, and sign off on the Psychology Department’s Animal Care Safety Manual. Before working in a new lab area or with a new lab task, appropriate orientation and instruction will be given by experienced lab personnel or the principle investigator. The psychology laboratories will provide every FWS student with training as needed, very often one-on-one, as well as periodic lab meetings. Many of the procedures will be available in written form for student consultation in the laboratory supervisor’s office (BNW 482).

**Satisfactory Academic Progress**

For students to receive and maintain their FWS award and other financial aid and scholarships, regulations require that they maintain satisfactory academic progress (SAP) toward a degree. Students can view the definition, academic standards, and the entire Satisfactory Academic Progress policy [HERE](www.fairfield.edu/sap), or refer to the Fairfield University Undergraduate Catalog.

**Sexual Harassment**

It is important for Fairfield University to maintain an environment free of sexual or other harassment, intimidation, or exploitation for its staff, faculty, students and guests. The University actively takes measures to prevent sexual harassment from occurring in the Fairfield University community. Positive steps are taken through established complaint procedures to correct any occurrences of sexual harassment or other unpleasant behaviors and/or actions. If there may be a violation of this policy in the community, it is important that the Affirmative Action Officer be contacted (located in the Office of Human Resources).

**Suggestions & Questions**

At any time, the FWS Staff and Office of Financial Aid welcomes students and/or supervisors to offer suggestions regarding any of the FWS policies or procedures included in this handbook. These suggestions can be sent via e-mail, telephone, in-person or mail.
The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974 which guarantees the confidentiality of a student’s records. As a student employee of both Fairfield University and the Federal Work-Study (FWS) program, it is critical that you become familiar with and fully understand both the University’s and federal government’s policies on confidentiality, responsibility and privacy during your employment.

**Privacy & Rights:**
As a federal work-study student, it is expected and required that you:

- Must not, under any circumstances, release to any person(s), information about a student, staff, administrative or faculty member unless your FWS position specifically requires you to do so and you were provided instruction by your direct FWS Supervisor
- Must refer requests for information about a student, staff, administrative or faculty member to your FWS Supervisor to ensure that you do not violate any Fairfield University or FWS department/office confidentiality policies
- Avoid acquiring student records of any kind that you do not need in order to perform your FWS job
- Avoid exchanging information with anyone other than those permitted in your FWS department/office, or as instructed by your FWS Supervisor, in order to perform your FWS job
- Avoid exchanging information about students that you may have learned while performing duties in your FWS job
- Act in manner which displays the utmost confidentiality and respect of student records at all times

**Responsibilities:**
As a federal work-study student, it is expected and required that you:

- Perform all duties, meeting all job expectations as outlined in the job description and as instructed in job training from FWS Supervisor (or other supervisory staff, if applicable)
- Report to your job as scheduled and as approved by FWS supervisor
- Notify your supervisor immediately of anticipated absences or other tardiness as early in the workday as possible (or 1-3 days in advance for absences, if possible)
- Conduct yourself in a professional, friendly manner to University personnel, students, parents and any other visitors
- Represent Fairfield University as a FWS employee on and off campus
- Create a manageable and flexible schedule based on your academic, personal, athletic and/or other commitments
- Limit work schedule to no more than 20 hours per week during the semester(s), 40 hours per week during scheduled breaks (unless otherwise approved by the FWS Staff and your current supervisor)
- Record your hours worked accurately and submit hours weekly as instructed by Payroll and the Office of Financial Aid as indicated on your approved Job Confirmation E-mail (effective on your date of hire)
- Act in manner which displays the utmost confidentiality and respect of student records
- Demonstrate professional, respectful and courteous behavior
- Dress appropriately for the job (at the request and discretion of your FWS Supervisor)
- Refrain from conducting ALL personal or academic matters during work hours (personal internet use, cell phone use and texting, studying, homework and/or socializing)
- Discuss any work-related issues or concerns with your FWS Supervisor
- Must strictly abide by:
  - All University and FWS employment policies and procedures as outlined in the student section of the FWS Handbook ([www.fairfield.edu/fwshandbook](http://www.fairfield.edu/fwshandbook))

**Confidentiality:**
In this federal work-study job, I understand that I may be exposed to extremely confidential, personal and private information through various means. I agree to keep ALL information private and within this office at all times, unless otherwise instructed by my supervisor or other University employees.

Failure to abide by the above responsibilities and confidentiality guidelines can result in disciplinary warnings, and/or termination from the federal work-study program. Even a minor disclosure of information (sharing another student’s class schedule, address, e-mail address, phone, etc.) may be considered a violation of confidentiality, and will result in penalties, including your termination from this job.

I have read and understand my employment obligations regarding privacy, rights, responsibilities and confidentiality as stated above.

__________________________  ________________________
Student Signature             Date

__________________________  ________________________
FWS Administrator Signature   Date
Complete this form, save it to your computer (and/or flash drive) and e-mail it to federal work-study (FWS) supervisors of one or more available jobs that interest you on www.fairfield.edu/fwsjobs. It is important for you to carefully manage the number of supervisors you send this form to and kindly respond to supervisor inquiries sent to you in a timely manner. Refer to the FWS Student Handbook for more information on the application, interview and hiring processes: www.fairfield.edu/fwshandbook.

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>First Name</th>
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<tbody>
<tr>
<td>Fairfield ID</td>
<td>E-mail</td>
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<tr>
<td>Cell #</td>
<td>Home/Campus #</td>
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<tr>
<td>Major (if app.)</td>
<td>Minor (if app.)</td>
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<tr>
<td>Anticipated Graduation Year</td>
<td>Have own transportation? YES NO</td>
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For the following items, check ALL of those that apply to you:

<table>
<thead>
<tr>
<th>Work Area of Interest</th>
<th>Experience/Skills</th>
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<tbody>
<tr>
<td>Academics</td>
<td>Accounting</td>
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<td>Administration</td>
<td>Arts</td>
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<td>Admissions</td>
<td>Athletics</td>
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<td>Athletics</td>
<td>Audio/Visual</td>
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<td>Campus Ministry</td>
<td>Cash Register/Money Management</td>
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<td>Communications</td>
<td>Child Care/Babysitting</td>
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<td>Community Service</td>
<td>Community Service</td>
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<tr>
<td>Computer Lab</td>
<td>Computers</td>
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<tr>
<td>Education/Teaching</td>
<td>Customer Service/Communications</td>
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<tr>
<td>Fine Arts/Theater</td>
<td>Editing/Publishing</td>
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<td>Graduate Schools</td>
<td>Film/Slide Preparation</td>
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<tr>
<td>Health and Wellness</td>
<td>Fitness/Aerobics</td>
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<td>Language Lab</td>
<td>Graphic Design</td>
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<td>Library</td>
<td>Library Work</td>
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<tr>
<td>Marketing</td>
<td>Lifeguarding</td>
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<tr>
<td>Multi-media</td>
<td>Literature</td>
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<tr>
<td>Nursing</td>
<td>Mentoring</td>
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<tr>
<td>Non-Profit Organization</td>
<td>Music</td>
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<tr>
<td>Front Office/Reception</td>
<td>Office Work (phones, filing, copies, faxing, mailings, etc.)</td>
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<tr>
<td>Public Relations</td>
<td>Photography</td>
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<td>Printing &amp; Graphics</td>
<td>Printing/Graphics</td>
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<tr>
<td>Recreation</td>
<td>Research</td>
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<td>Residence Life</td>
<td>Retail</td>
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<td>Student Activities</td>
<td>Sales</td>
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<td>Student Diversity</td>
<td>Sciences</td>
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<td>Student Services</td>
<td>Statistics</td>
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<td>Science Lab</td>
<td>Theater</td>
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<tr>
<td>Sporting Events</td>
<td>Tutoring</td>
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</tbody>
</table>
Complete the Availability Chart below. Please place an X in the box for any time(s) you ARE available to work. If you do not have your final schedule yet, please indicate this in your e-mail to the supervisor(s).

<table>
<thead>
<tr>
<th>TIME</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
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<tbody>
<tr>
<td>8:30 a.m. - 9:30 a.m.</td>
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<td>9:30 a.m. - 10:30 a.m.</td>
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<td>11:30 a.m. - 12:30 p.m.</td>
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<td>6:30 p.m. - 7:30 p.m.</td>
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<td>7:30 p.m. - 8:30 p.m.</td>
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<td>8:30 p.m. - 9:30 p.m.</td>
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<td>Anytime after 9:30 p.m.</td>
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</table>

Do you plan to study abroad this year? If yes, please indicate the semester you will be able to work.

If you are a returning work-study student, in which department(s) did you work last year?

What were your main responsibilities in your previous job(s)?

List any courses you have completed or are currently taking that may be beneficial to this job:

Do you prefer to work alone or in groups? Why/why not?

Please provide any other information about yourself, your skills and interest in this position that may be helpful for the supervisor during the application review process.

By submitting this form to a FWS supervisor (e-mail, fax, mail, in-person), I certify that all information I provided on this interest form is true and correct to the best of my knowledge. I authorize my former FWS supervisor(s) to release information to a future supervisor in the department in which I am applying for a FWS employment.
APPENDIX C – FWS Job Confirmation E-mail (APPROVAL)

Dear Student,

Your Federal Work-Study (FWS) job has been APPROVED for 2013-2014 Aid Year with Office of Campus Ministry, Joe Smith. You are eligible to work beginning September 3, 2013 through June 15, 2014.

Upon receipt of this e-mail, it is strongly recommended that you read the message below carefully and contact your hiring supervisor to:

1. DECIDE JOB STATUS:
   A. ACCEPT the job by contacting your FWS Supervisor by phone or e-mail. Proceed to step #2 for scheduling.

   B. DECLINE the job if this is not the department in which you want to work. To decline the job, contact BOTH the FWS Staff by e-mail fws@fairfield.edu AND the hiring FWS supervisor (listed above) immediately by e-mail or phone to inform him/her of your decision. This allows the supervisor to offer this job to another interested student.

2. SET UP YOUR WORK SCHEDULE with your FWS Supervisor

   Student Job Assignment
   - Award Year: 2013-2014 Aid Year
   - FWS Award: $1,000.00
   - Hourly Rate: $8.25
   - Department: Office of Campus Ministry
   - Location: Egan Chapel Rm 103
   - Phone: 2678
   - Email: jsmith@fairfield.edu

   Supervisor Information
   - Hiring Contact: Joe Smith
   - Report To: Joe Smith
   - Phone: 2111
   - Email: jsmith4@fairfield.edu

FWS STUDENT RESPONSIBILITIES

1. SUBMITTING HOURS

   ON-Campus Employees refer to items A through I. OFF-Campus, Community Service Employees refer ONLY to #2.

   A. Submit FWS hours through the Web Time Entry system in my.Fairfield. To access your time sheet from my.Fairfield, go to the Services tab, Financial Aid, and FWS Web Time Entry (in the Quick Links channel). Refer to the FWS Student Handbook for detailed instructions on submitting FWS hours.

   B. Hours MUST be submitted by YOU, WEEKLY in WTE on:
      i. FRIDAY by 12:00pm ~ if you DO NOT work on Saturday or Sunday
      ii. MONDAY by 12:00pm ~ if you DO WORK on Saturday and/or Sunday
      iii. TUESDAY by 12:00pm ~ If you DO WORK on Saturday and/or Sunday and MONDAY is a holiday

   C. For institutional/federal auditing and record-keeping purposes, your FWS hours must also be kept manually in the office by you and your supervisor, in addition to submitting hours in WTE. Please see your supervisor with further instructions for office use of the new FWS TIME SHEET.

   D. Web Time Entry is web-based through my.Fairfield so it can be accessed 24/7 and from anywhere!!

   E. If you FORGET to submit hours via Web Time Entry in one week, you must promptly submit those hours in WTE in the very next pay period, and include an explanation in the COMMENTS section. See the FWS Student Handbook for more details.

   F. LATE hours will be subject to approval by your FWS Supervisor and/or by the Payroll Department and the FWS Staff. Pay check processing may be delayed and/or denied.
G. LATE hours submitted for multiple weeks may not be approved. Please be sure to submit your hours in WTE on time EVERY WEEK.
H. Hours submitted for FALL hours will NOT be paid in the SPRING semester.
I. Contact the Office of Financial Aid, fws@fairfield.edu, for assistance.

2. COMMUNITY SERVICE EMPLOYEE TIME REPORTING ~ Refer to FWS Student Handbook.

3. EARNINGS
A. Check your University E-mail and my.Fairfield accounts REGULARLY. You will receive important e-mail messages from the FWS Staff when you are close to earning your award. You are expected to manage your hours/earnings according to your yearly FWS award.
B. FWS earnings for this award year CANNOT exceed your approved FWS award.

4. WORK SCHEDULE
A. It is recommended that you plan to earn half of your award each semester while working the hours that are most convenient to your schedule.
B. If you plan to STUDY ABROAD, it is requested that you notify the FWS Staff via fws@fairfield.edu immediately so that you are able to keep your full year FWS award.
C. You are NOT authorized to work more than 20 hours per week during the semester unless otherwise approved by the FWS Staff and your FWS Supervisor PRIOR to working additional hours. Submit all requests, at least one week in advance, to: fws@fairfield.edu.
D. You MAY work up to 40 hours per week during the winter, spring and summer break sessions, ONLY with approval from the FWS Staff and your FWS Supervisor PRIOR to working additional hours. Submit all requests, at least one week in advance, to: fws@fairfield.edu.

5. EXPECTATIONS
As a FWS Employee, it is expected that YOU:
A. Treat this FWS job as a real job and perform all duties, projects and assignments in a serious, responsible and professional manner as you are an important representative and employee of Fairfield University and the Federal Work-Study program
B. Perform all duties, meeting all job expectations as outlined in the job description and as instructed in job training from FWS Supervisor (or other supervisory staff, if applicable)
C. Notify your supervisor immediately of anticipated absences or other tardiness as early in the workday as possible (or 1-3 days in advance for absences, if possible)
D. Represent Fairfield University as a FWS employee on and off campus
E. Dress appropriately for the job (at the request and discretion of your FWS Supervisor)
F. Refrain from conducting ALL personal or academic matters during work hours (personal internet use, cell phone use and texting, studying, homework and/or socializing)

If you have questions or concerns regarding your job assignment before or after you begin working, please contact the FWS Staff so we can assist you.

Fairfield University
Office of Financial Aid ~ Federal Work-Study Program
Aloysius P. Kelley, S.J. Center
e-mail: fws@fairfield.edu phone: (203)254 4125 web: www.fairfield.edu/fws

Good luck with your job this year! Thank you for your participation in Fairfield Federal Work-Study program.
This information was also provided to the hiring supervisor.

09/13
Dear Student (insert name),

The FWS Hiring Request from (insert supervisor name) for the (insert award year) FWS assignment has been DENIED. This denial is a result of one or more of the following:

- You were already hired by a different FWS department prior to this supervisor’s request
- The department is no longer seeking a FWS student
- You are no longer eligible for a FWS award due to changes with your financial aid file

If you have questions concerning this notification, please contact us at your earliest convenience. You may also refer to the student handbook for more information on FWS program policies: www.fairfield.edu/fwshandbook.

Thank you for your attention to this matter.

FWS Staff

Fairfield University
Office of Financial Aid
Aloysius P. Kelley, S.J. Center
e: fws@fairfield.edu
p: (203)254 – 4125
w: www.fairfield.edu/fws

09/13