Hennepin Technical College℠

Work Study/Student Worker Supervisor Guidelines

Definition: *Work Study students* are students that qualify for State or Federal funds through Financial Aid. *Student workers* are students who do not qualify for financial aid work funds, but are paid out of the particular department's budget.

Hours: Students are paid $9.50 per hour. At $9.50 per hour for one full semester, the student would average 14-15 hours per week for 17 weeks using the average $2,500 work study award. Students cannot work over 7 hours without a 30-minute break and cannot work over 8 hours per day. When college is in session, students can only work a maximum of 20 hours per week (see Work Study Student Handbook for further details).

FA Student Employment requests and job postings are due in the Financial Aid Office in a timely manner; a few weeks prior to the hiring date. It is recommended that you hire employees, whether work study (Financial Aid Student Employment) students or student workers, within the first 3 weeks of the term to accommodate the other departments involved and the students in need of employment. A position request does not guarantee the filling of the position. This program does not provide any insurance coverage for the students.

Responsibilities:
1. Assure that all the required paperwork has been completed and submitted to the Financial Aid Office ONE WEEK BEFORE a student begins work. Any hours that a student works before this time will be paid out of your department's budget.
2. Develop an agreed upon set work schedule, excluding weekends & school breaks, whenever possible. **Keep in mind that a student CANNOT work during class time or when they are not supervised.**
3. Clearly explain the job and the student's duties. Students are to treat this job as "a real job." They are to be kept busy. Studying, personal visitors, and personal phone calls are not allowed.
4. Explain the rules and regulations relevant to your work area, especially concerning confidentiality. Student employee training is your and your department staff's responsibility.
5. Keep an accurate, up-to-date account of all the student's earnings and number of hours worked. If your department uses more than your allotment, the students will have to be paid out of your department's budget. Earnings and hours can be tracked using the Student Payroll Calendar available on the website at: https://hennepintech.edu/current/pages/417
6. eTimesheets will be processed by the person indicated as the supervisor on the **Work Study Contract Form or Student Work Information Form.**
7. Thoroughly review the student's eTimesheet to ensure that it is a true and accurate record of hours worked. Approve the eTimesheet by the required deadline (the day after the pay period ends). If the deadline is not met, their check will be delayed by 2 weeks until the next scheduled payday.
   a. eTimesheet must show a half hour lunch break if the student works an eight hour shift
   b. eTimesheet must show start and end time of each shift as well as total hours worked for the day
8. Attendance and/or tardiness are up to your discretion and can determine dismissal. Employment will be terminated if the student has earned the monetary limit set up at the start of employment or any other reason you feel is grounds for dismissal. Do allow the student adequate warning (one or more written warnings). Immediate dismissal is allowed if you feel the student is putting themselves, others, or department equipment in danger.
9. The student must maintain at least 6 credits for the entire semester and be making satisfactory progress in all classes; otherwise they are not eligible to work. Students must stop work immediately if they drop below 6 credits.
10. Introduce the student to other employees in the work area, especially if another staff member is to share the duties of supervising, task assignment, and/or approving eTimesheets.
11. Offer encouragement and "tips" on improvement. This may be the only work experience they will have before they go out into the workforce upon graduating.

All supervisors of student workers must review the Work Study Handbook found at: https://hennepintech.edu/current/pages/417 To request a work study position, complete the Work Study Request Form found on the website at: https://www.hennepintech.edu/admin/allocation/request