

001830894008B400

POLICY- Work-Study

Work-Study provides part-time jobs for undergraduate

POLICY- Work-Study

Students are to be paid only for hours worked. Employers cannot pay a Student for anticipated hours.

Students are considered **employees**; this means that the Student can be terminated at any time. It is recommended, if possible, that a reasonable (approximately two weeks) notice be given.

Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance
- Falsification of timesheet
- Release of restricted information
- Theft, unauthorized or fraudulent use of equipment and/or property
- Violation of University policies and procedures

Before terminating a Student from work-study, it is best to counsel the Student. The Student should be informed of the unsatisfactory performance or behavior and be given an opportunity to improve their performance.

Also, the Supervisor must keep documentation of all attempts to talk to or contact the Student, and specifically what the Student was asked to do in order to correct the unsatisfactory performance/behavior. In such a case, the Student should undergo an evaluation every two weeks with all results being documented.

In addition to terminating a Student for unsatisfactory performance, a Student