WHAT YOU NEED TO KNOW ABOUT WORK STUDY

Student employees provide important services throughout our community and are a vital and valued part of the college work force. If you chose to participate in the work study program, you will gain fundamental work experience and excellent work ethics in on-campus positions; whether it is through the exposure to new environments or the enhancement of interpersonal skills through work experience, these part-time jobs serve as excellent resume builders. While not all jobs relate directly to your ultimate career goals, the student employment experience will contribute enormously to your overall career development and will prepare you for future clinical experience and employment opportunities.

Some department’s work study budgets will be more restricted than in previous years due to the College’s smaller Federal Work Study allocation from the Department of Education. Those departments may not be able to offer student employees as many hours as in the past.

Federal vs. Non-Federal Work Study

The two types of work study programs at NECO, Federal Work Study (FWS) and Non-federal work study differ only in how they are funded. Seventy-five percent of the wages paid to US students who qualify for FWS come directly from the federal government; 25% is funded by NECO. The non-federal program for international students is funded entirely by NECO.

Pay Rates

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<th>Year of participation in the NECO work study program</th>
<th>Per hour rate</th>
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<tr>
<td>1</td>
<td>$11</td>
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<tr>
<td>2</td>
<td>$12</td>
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<tr>
<td>3</td>
<td>$13</td>
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<td>4</td>
<td>$14</td>
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For example: an third year who has never worked under FWS or Non-FWS before would earn $11/hour, while another third year who has participated in work study for two prior years would earn $13/hour, without regard to job title or description.

Exceptions

Several jobs are exempt from the above scale due to skills required to perform the jobs adequately and their importance to the College:

- Research positions (not including research assistants) pay $17 per hour; these positions require an advanced degree and/or equivalent research experience.
- TA’s may be paid on a salary basis during the summer and/or academic year. The stipend amount is determined by the professor.
- Anatomy lab TA’s earn a higher hourly wage, depending on year, due to the required skill level.
- Animal facilities employees earn $2 above the normal rate due to the special requirements of that position.
**How to Get Started**
The Financial Aid Office does not place students into positions; you will select from the job list on this website and contact the employer. The required forms you need to complete for the work-study programs are also on this website. You cannot begin working until the federal I-9 Form is completed. You will be paid only after the Drug Free Workplace Policy, Work Study Contract, M-4, and W-4 Tax forms are complete and on file in the Financial Aid Office, but you may begin working as long as the I-9 Form is completed. Your first paycheck will contain all accumulated wages.

**Time Sheets**
If you are paid on an hourly basis you must complete a bi-weekly time sheet. It is your and your supervisor’s responsibility to make sure that time sheets are submitted in a proper manner:

- Time sheets must be completely filled out according to the instructions on the time sheet.
- You will be paid for hours worked and not for holidays, sick days, jury duty, lunch hours or breaks.
- Massachusetts state law dictates that you cannot work more than 6 hours without a break.
- Twenty hours per week is the maximum during the academic year and 40 hours per week is the maximum during periods of non-enrollment (i.e., the summer between the 1st and 2nd years).
- Time sheets must be signed and dated by both you and your supervisor. The budget head can sign the time sheet if the supervisor is unavailable. The time sheets must be dated no earlier than the last day worked, and the supervisor cannot date the time sheet before the student.
- Time sheets are due in the Financial Aid Office by 10:30AM on Monday; refer to the Payroll Schedule on the back of the timesheet. Timesheets can be submitted in person or via fax, but should be submitted within 2 pay periods of when the work was performed. **If you do not submit a timesheet form to your supervisor for a pay period, your supervisor will submit an Administrative Timesheet to report your hours and you will be contacted by the Financial Aid Office. Continued failure to submit timesheets forms may result in termination from the work study program.**

Paychecks and direct deposit stubs will be distributed by the Financial Aid Office; checks not picked up in the Financial Aid Office on payday will be returned to the Business Office. Direct deposit stubs will be mailed. Time sheets that are incomplete, missing signatures or are late will not be processed for that pay period.

**Taxes**
Work study income is taxable but you may not have to file a tax return, especially if you are a US student and your only earnings are from work study. International students from Canada, Spain, Germany, China, France, and other countries are exempt from federal withholding tax because of a tax treaty, and should complete the IRS Form 8233 to make sure money is not withheld. Federal tax information is available at [www.irs.gov](http://www.irs.gov); state income tax information can be found at [www.mass.gov](http://www.mass.gov).
**Student Employment Protocol**

The following is a non-exhaustive list of expectations for student employees of the College. Your supervisor may inform you of additional policies.

- Fulfill your work responsibilities. Service to "clients" or "customers" is always the first consideration and must take precedence over conversations with co-workers, visiting with friends or doing coursework. You may be asked to help out in another office. You should not expect to use office supplies, computers, copy machines or phones for personal use.

- Discuss your availability with your supervisor and be realistic about your schedule. It is generally better to underestimate the number of available hours and then add to the schedule, rather than overestimate and need to cut back. Although many offices try to accommodate student schedules, the employer must be to provide adequate service and coverage. When you accept a job, you are expected to report to work on time and to work their full schedule throughout the semester. In the case of a conflict, inform your supervisor as far in advance as possible or request a change in schedule. Excessive tardiness and/or absence without notification can result in job termination.

- Consult with your supervisor regarding appropriate work attire. In offices that deal with visitors, employees should be dressed in a proper manner.

- Answering telephones is an important part of many jobs on campus; anyone answering the telephone should make every effort to be courteous, business-like, and provide accurate information. Employees are expected to convey a sense of interest and responsibility, and messages should be conveyed accurately and promptly.

- Many jobs on campus involve having access to confidential information. It is imperative that you maintain as strict a standard of confidentiality, such as that required of optometrists. Information seen or heard on the job is not to be discussed outside of work. Please recognize that violation of confidentiality is a very serious matter that can result in immediate termination.

**If You Need Help**

Inform the Financial Aid Office of any problems you have with your work study job.

You may not continue to work after your allocation has been exhausted unless you will be paid from a source other than from the FWS funds. You and your supervisor(s) will be notified before your award is completely used. If you near depletion of your allocation and wish to continue working, you may request additional funds from the Financial Aid Office.
The College may terminate a student employee for any of the following reasons:

• The student becomes ineligible for FWS.
• The student has displayed incompetence, unreliability in meeting scheduled work hours, or poor attitude on the job or has failed to abide by FWS regulations
• The College and/or the department the student is employed in has exhausted it’s FWS funding

The work study policies were established in accordance with the FWS Program regulations authorized by the Higher Education Amendments of 1986 and subsequent amendments. Any questions regarding the FWS or Non-FWS programs and the above policies should be directed to the Financial Aid Office.