



# Work-Study Handbook



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## PURPOSE

The Federal Work-Study Program and the Texas Work-Study Program at Temple College provide part-time jobs for students with financial need, allowing them to earn money to help pay for educational expenses. This handbook provide guidance to both work-study students and department supervisors.

## FEDERAL & STATE WORK-STUDY PROGRAMS

The *Federal Work-Study Program* is funded under the authority of the Economic Opportunity Act of 1964 and subsequent amendments. This program is jointly funded by the federal government under Title IV-C and by Temple College. In addition, the *Texas Work-Study Program* also funds jobs to eligible students. All students considered for employment under either Work-Study Program are given an equal opportunity without discrimination on the basis of race, religion, color, natural origin, sex, age or handicap.

Both Work-Study programs encourage community service jobs as well as work that is related to the student's chosen program of study. At all times, the priority should be given to the student's academics. Therefore, the Work-Study Program is not intended to interfere with the student's education. Both the student and employing department benefit from the program. The student is paid monthly based on an hourly pay rate.

## TYPES OF EMPLOYMENT

There are two types of employment opportunities: on-campus and off-campus. Working on-campus, students will perform duties in an office setting. If a student works off-campus, the student will be working for a local non-profit organization.

## APPLYING AND WORKING

How to apply for Federal Work-Study (FWS)

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- Students must complete the Free Application for Federal Student Aid (FAFSA) and the Online Work-Study application. It is highly recommended for students to submit their FAFSA's by the priority deadline of June 1 to determine eligibility for work-study positions at the beginning of the fall semester. The Financial Aid Office considers students for the FWS award if they demonstrate financial need and are meeting the Temple College Satisfactory Academic Progress standards.
- The Online Work-Study application is located at [www.templejc.edu](http://www.templejc.edu). The student will then click 'ABOUT TC' and choose the Human Resources option. Next, the student will click Employment Opportunities and on the next page scroll down to Student. **\*\*The student must complete the application thoroughly and correctly. Any mistakes will automatically disqualify the student even though they are eligible through Financial Aid.**
- The Financial Aid Office (FAO) awards FWS with other need based aid; however, funds and available positions are limited. Therefore not all eligible students will receive FWS.
- FWS is awarded on a semester-by-semester basis. In most cases, students who accept their full Pell grant and student loans will only be eligible for one semester of FWS.
- Applications are required once an academic year. For instance, a new application will be required for the fall semester for ALL students. Eligible applications are kept on file by the Human Resources and the FAO for hiring departments to review. FWS awards and student loans can be modified or completely cancelled during the academic year due to other types of financial assistance such as scholarships, state grants, and sponsorships that may cause an over-award situation for the student. Since there are limited funds and limited positions, not all students eligible for FWS will be able to find a job.

## PAYMENT PROCEDURES

How will I get paid?

- All FWS students are paid on a monthly basis on the last working day of each month. It is the responsibility of the supervisor to keep a log of the time the student reports to work and leaves each day. The student should enter the logged hours for the specific payroll period into the TConnect timesheet by the deadline, which is determined by Human Resources (Timesheet Deadline Dates). It is the supervisor's responsibility to review all time sheets for accuracy before they are submitted. Both the student and supervisor should keep a current balance of the student's approved hours. If a time sheet is not submitted by the deadline, the FWS student may not receive payment until the following payroll date.

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- If the TConnect time sheet is unavailable, the supervisor should send an email to the Financial Aid Work-Study Coordinator and the Human Resources point of contact with the student's ID number and approved hours. Also, when reviewing the time sheet, make sure that all time worked is reported in hours and/or fractions of an hour.

## EMPLOYEE REQUESTION REQUESTS

How do I request a FWS student?

- Any department that desires a FWS student should:
  - determine the number of work-study students that are necessary for the academic school year
  - submit the request to the FAO Work-Study Coordinator via email or phone
- The hiring department will be able to request copies of the Cover Letter, Resumes and Online applications from the Work-Study Coordinator.

## INTERVIEW PROCESS

How should the interview be conducted?

- Departments select those students they wish to interview. The hiring department supervisor screens all applicants based on skills, availability of time, interests and attitudes, etc.
- During the interview, the supervisor explains the standards and duties expected for the position. The applicant must be given an opportunity to clarify any questions that may arise during the interview and summarize his/her experiences, abilities and interests to give the student an opportunity to assess his/her own strengths and weaknesses.
- To conclude the interview, supervisor should thank the student for his/her time and interest in the department. It is important to remember to establish a friendly atmosphere during the interview process.

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## PLACEMENT PROCEDURES

How will the student be placed in a FWS position?

- Once a student has been selected for a position and **prior to beginning employment**, the Department Supervisor will notify the Work-Study Coordinator that they've chosen a particular student. The Supervisor will be emailed a *Will Hire Form* which will specify the number of hours the student may work. The supervisor reserves the right to approve a student for a lesser amount than is specified. If there is a need for the student to work more hours, this will require approval by the FAO prior to the student working the requested hours. The *Will Hire Form* and *Student Worker Contract* should be reviewed, completed, and signed by both the supervisor and student.
- Once signed by the supervisor, they will email the Will Hire back to the Work-Study Coordinator. The Coordinator will attach the Will Hire to the online application and submit it to Human Resources.
- Once HR has the online application and the signed Will Hire, they will send an email to the student advising of the next steps in the onboarding process. **\*\*It is imperative that students review your TC email.**
- **A criminal background check (CBC) is required by the Office of Human Resources.**
- Once these placement procedures are completed and the student has been cleared by Human Resources, HR will notify both the FAO Work-Study Coordinator and the department supervisor. Only then will the student be eligible to perform his/her assigned duties.

## TRANSFER PROCEDURES

Can a student transfer from one position to another?

- Yes. A student is allowed to transfer from one FWS position to another. The student's departing supervisor must submit a Termination Notice to the FAO Work-Study Coordinator and the Human Resources point of contact before the student can begin employment with the new department. The receiving supervisor is required to sign a new *Will Hire Form* to be submitted to Human Resources by the student.

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## EVALUATION PROCEDURES

Does the student receive an end of assignment rating?

- Supervisors are encouraged to complete a *FWS Evaluation/Termination Notice* at the end of each semester and summer session. This helps the supervisor evaluate the performance of the student and make any modifications to the employee's duties.
- It is recommended to share this evaluation with the student to help him/her make any necessary improvement(s). It is extremely important also to share the praise of a job well done. Evaluations benefit both the department and student.

## TERMINATION TYPES AND PROCEDURES

What are the ways a student can be terminated?

Termination may be voluntary or involuntary depending on the circumstances.

- *Voluntary Termination (Resignation)*: A student has the right to terminate his/her employment at any time. However, students are encouraged to give the supervisor at least one week's written notice. The employee may or may not choose to explain the reason for the departure.
- *Involuntary Termination*: The supervisor can terminate a student at any time, particularly when rules stated in the contract or by the department are frequently broken. Some of these include unsatisfactory job performance, tardiness or absenteeism, resistance to supervision, dishonesty or theft, or other reasons such as departmental budget constraints. However, it is **advised** that the supervisor follow certain steps before terminating an employee. First, the supervisor must privately explain how/why job requirements are not being met. Make sure to give direction and instruction to the student in order to allow him/her enough time to show some improvement. During this period it is necessary to improve communication with the student, and if he/she does not improve, then, the supervisor must inform that employee in writing of his/her unsatisfactory performance. If the student still fails to improve performance after the written notice, then the student can be terminated at that time.

What are the procedures to terminate a student?

- When terminating a student, it is advised to have at least one other person present as an impartial witness. The supervisor should discuss all the warnings given to the student and how he/she failed to comply with the departmental demands. Avoid arguments at all times; assure the student that confidentiality will be followed regarding the termination. If applicable, don't hesitate to mention his/her good attributes.

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- The supervisor must submit a Termination Notice to the FAO Work-Study Coordinator and the Human Resources point of contact.

## GRIEVANCE PROCEDURES

How is a grievance filed?

### Grievance Policy – Function and Purpose

Temple College is committed to assisting employees in finding fair and equitable solutions to issues related to the professional performance of their duties and responsibilities. This Grievance Procedure provides a method for the expeditious and equitable settlement of grievances. An employee who initiates a grievance in good faith shall be free from harassment, intimidation, coercion, or reprisal because of the filing of the grievance. This policy is not a contract, and any failure to abide by its terms does not give any person any legal rights. It must be noted that a grievance or grievance appeal is distinctly different from an appeal for a disciplinary or dismissal action and should not be confused with that process. Employees may not pursue a grievance on the same issue which has been the subject of a disciplinary or termination notice or appeal. These procedures are established to address the following grievance types:

- Type I - Involving alleged acts of unlawful discrimination on the basis of gender, disability, ethnicity, color, age, religion, national origin, or veteran status (acts prohibited by Title IX, Section 504 of the Education Amendments of 1972 or Americans with Disabilities Act of 1990) against him/her on the part of the College or its employees. The Associate Vice President, Resource Management is the designated Title IX Coordinator.
- Type II - Involving alleged errors in the interpretation or application of stated policy, internal operating procedure, or working conditions.

### Initial Phase

- Initial grievant and respondent meeting – Prior to filing a written grievance, the employee (grievant) may first wish to attempt to resolve his/her grievance by discussing the matter with the person (respondent) alleged to be responsible for the discrimination or interpretation. This discussion should occur within ten (10) business days of the alleged grievance or when the alleged violation was first discovered. If the grievance lies outside the authority of the respondent, the respondent shall refer the employee to the appropriate administrative official for consideration.
- If the grievance is not resolved at this level, the employee will then move to the mediation phase. Any retaliatory action of any kind taken by an employee of the College against any other employee and/or student of the College as a result of that person's seeking redress under these procedures is prohibited and the employee taking retaliatory action will be subject to disciplinary action up to and including discharge.

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## Mediation Phase

- The employee must submit the grievance in writing within five (5) business days after unsatisfactory resolution of the Initial Phase meeting to the respondent and to the AVP, Resource Management. If the Initial Phase is omitted, the written grievance should occur within ten (10) business days of the alleged incident or when the alleged incident was first discovered. The AVP, Resource Management will review the grievance to determine if it qualifies as a Type I or Type II grievance.
- The AVP, Resource Management will conduct a mediation meeting within five (5) business days after receipt of the written grievance. The process is designed to be proactive and not adversarial. Therefore, no outside representation will be allowed during the mediation phase. The AVP, Resource Management will review the issues of confidentiality with the parties involved and serve as mediator in the meeting.
- The AVP, Resource Management will provide written documentation of the meeting within three (3) business days to the grievant and the respondent. The documentation will be retained by the HR Office for two (2) calendar years from the date of the meeting. If no resolution is attained during this phase, the employee may move to the Formal Grievance Phase.

## Formal Grievance Phase

- Grievant files written grievance within five (5) business days after receiving the written mediation meeting
- The Faculty Council President or AVP, Resource Management will within three (3) business days:
  - Send the grievant receipt verification via Temple College email
  - Notify the respondent and provide them a copy of the grievance via their Temple College email
  - Assemble Grievance Committee
- Respondent submits grievance reply to the Faculty Council President or AVP, Resource Management within five (5) business days after receipt of the grievance notification, who in turn will submit the grievance reply to the Grievance Committee Chair.
- The Grievance Committee Chair will convene the Grievance Committee to conduct a review of the materials presented within five (5) business days after receipt of the grievance reply.

## Appeal Phase

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- Grievant or respondent (if the respondent submitted a written response during the Formal Grievance Phase) may appeal in writing the recommendation of the Grievance Committee to the appropriate Vice President and the Faculty Council President or AVP, Resource Management within two (2) business days of receipt of the Grievance Committee recommendations. No new information may be introduced to the appropriate Vice President unless the parties can show cause as to why it was not introduced in previous phases of this procedure.
- The Faculty Council President or AVP, Resource Management shall deliver all documentation to the appropriate Vice President within three (3) business days of receipt of the appeal and notify the other party that an appeal has been submitted.
- The appropriate Vice President shall consider the written statements, other materials submitted by both parties, and the recommendation of the Grievance Committee. The appropriate Vice President shall render a decision with rationale and notify both parties and the Faculty Council President or AVP, Resource Management by written memorandum within five (5) business days.
- At the request of either party, the decision of the vice president may be appealed to the President of the College. Written notice of appeal to the President, the Vice President, and the Faculty Council President or AVP, Resource Management will be submitted within two (2) business days of receipt of the prior decision.
- The President shall render a final decision with rationale within ten (10) business days. The President's decision shall be sent in memo form to each party, the appropriate Vice President, and the Faculty Council President or AVP, Resource Management. No new information may be introduced to the President unless the parties can show cause as to why it was not introduced in previous phases of this procedure.

## INTERNET USAGE POLICY

An internet usage policy provides employees with rules and guidelines about the appropriate use of company equipment, network and Internet access. Having this policy in place helps to protect both Temple College and the employee; the employee will be aware that browsing certain sites or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions, thus leading to fewer security risks for the business as a result of employee negligence.

This Internet Usage Policy applies to all student employees of Temple College who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of TC is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through TC is a privilege, and all employees must

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adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to, and including, termination of employment. Employees also may be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

#### Computer, Email and Internet Usage

- Temple College student employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only, and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet.
- All Internet data that is composed, transmitted and/or received by Temple College computer systems is considered to belong to Temple College and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of Temple College, and the college reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by Temple College if they are deemed to be harmful and/or not productive to business.

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via TC's email service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

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- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization.

## GROOMING AND PERSONAL APPEARANCE

This policy has been developed to ensure that all FWS employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing Temple College. The standards of grooming and hygiene outlined below set forth the *minimum requirements* to which all FWS employees are required to adhere to.

- *Statement of Policy* – Temple College recognizes that the presentation of its FWS employees in the workplace contributes to a professional environment and the public image that has contributed to the success of TC. Therefore TC expects FWS employees to be well-groomed and professional in appearance when coming to work or engaged in work-related tasks with customers, clients, and colleagues.
- *Hygiene* - Every FWS employee is expected to practice daily hygiene and good grooming habits as set forth in further detail below.
- *Hair* - Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed. Non-traditional hair colors are not permitted.
- *Make-Up* - Make-up must be professional and conservative.
- *Fragrance* - Recognizing that employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, TC is a fragrance-free workplace. Fragrant products that may be offensive to others should be used in moderation out of concern for others in the workplace.
- *Nails* - Hands and nails should be clean and conservatively manicured.

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- *Jewelry* – FWS Employees may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces, and bracelets may be determined at the department level based on specific job functions, operational, and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited. In other areas, moderate (including size and amount) jewelry may be worn. No other visible body jewelry/body piercings may be worn while an employee is in the workplace.
- *Tattoos* - No visible tattoos or other body art (such as surgically implanted ball bearings, spikes, and the like) are permitted in the workplace. Exceptions may be made for FWS employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.). All exceptions require the approval of the FWS supervisor.
- *Violations* - Violations of this policy will result in progressive discipline, up to and including termination.
- *Exceptions* – FWS Employees seeking an exception from any of the above standards should speak with Rachel Reynolds, Human Resources.

## RIGHTS AND RESPONSIBILITIES

What are my rights and responsibilities?

### *Student Employee*

- Each student has the right to inquire about their award amount, rate of pay, and the number of hours to be worked per week. It is the responsibility of the student to find a suitable job by getting a clear description of the assignment and the supervisor's expectations.
- *Students cannot begin employment without the approval of the FAO and Human Resources.* The FAO will prepare a *Will Hire Form* for the student and supervisor to read and sign. A criminal background check (**CBC**) and additional online trainings are required from the Office of Human Resources. Once the Human Resources department receives the online training certificates and the supervisor receives confirmation of the criminal background clearance, the student is able to begin working.
- The student is responsible for keeping a *balance of their hours* every payroll period and submitting all TConnect timesheets by the deadline. Under no circumstance should the student work more than the approved amount of hours or maximum award. As stated by the *Student Worker Contract*, no student should be working more than 19.5 hours per week. In addition, no student should be working during his/her class-scheduled time. Supervisors must ensure that work hours do not interfere with the student's class schedule.
- FWS awards require that the students maintain Satisfactory Academic Progress established as a minimum GPA of 2.0 and Completion Rate of 67%. At all times priority should be given to the students' academics.

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- Each employee is responsible for performing assigned tasks in an efficient, timely manner and complying with all Temple College policies. Student employees are allowed to access the internet; however, the Internet Usage Policy does apply.
- It is extremely important to *adhere to all ethical and privacy rules* required by this institution and the hiring department. Students are not authorized to request or releasing any confidential information unless authorized by your supervisor. If in doubt at any time, ask for clarification from your supervisor.
- When *illness* or other personal unforeseen circumstances prevent attendance, notify your supervisor immediately.
- *Breaks* are upon the discretion of the supervisor. If allowed, do not abuse this privilege.
- When *transferring or terminating* from a job, follow the procedures listed on page 6 and 7.

### *Supervisor*

- Each department should have an assigned Work-Study Supervisor and he/she must be a full-time employee. At no time, should one part-time employee supervise another student employee.
- It is the supervisor's responsibility to make sure all procedures are followed prior to starting a work-study employee in their department. This includes making sure the student(s) qualify for FWS, and have signed an approved *Will Hire and Criminal Background Check Forms*.
- Make sure to cover the required hours of work and work schedule, job expectations, quantity of work, any work policies or procedures, and the expected duration of employment before a student begins employment. This allows the student to make a clear decision before accepting the job offer and, as an end result, reduces any future problems for both the student employee and department office.
- The supervisor must refer to the student's class schedule to develop the student's work schedule that is suitable for both the student and the office. All supervisors must have all of their student workers read the FWS Program Handbook on their first day of employment.
- A supervisor has the right to approve a student a lesser amount of hours awarded as long as it is no less than ninety-seven hours per semester. Before the student begins employment, make sure the employee has completed the Human Resources process.
- It is beneficial for the supervisor to fully train a student employee on all duties or scheduled tasks. Employees perform successfully when job duties are clearly defined. A common

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trust is built between the supervisor and the employee, and evaluations of job performance are constructive and continuous.

- The supervisor should keep a balance of working hours approved for each employee and make sure all TConnect timesheets are correct and completed before approving them. The FWS Balance Sheet can be used to keep a record and balance of the hours awarded for each employee.
- It is recommended to keep a file for each employee's records (class schedule and other pertinent information).
- Overall, it is the supervisor's responsibility to make sure the student employee(s) comply with all rules and regulations listed in this handbook.

## ATTACHMENTS

FWS WILL HIRE FORM

STUDENT EMPLOYEE CONTRACT

FWS STUDENT EVALUATION/TERMINATION NOTICE

FWS BALANCE SHEET

CRIMINAL BACKGROUND CHECK (CBC)

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FWS WILL HIRE FORM

CANDIDATE FOR STUDENT EMPLOYMENT

The student listed below has completed the FAFSA and is eligible to participate in the Federal Work-Study Program for Temple College as a student assistant during Academic Year. Listed below is information pertaining to his/her candidacy. Please interview this student and complete the lower portion of this document

STUDENT'S NAME \_\_\_\_\_ Last Name, First Name

STUDENT ID NUMBER \_\_\_\_\_ Student ID

PROGRAM \_\_\_\_\_ Position

HOURS PER WEEK OF ELIGIBILITY \_\_\_\_\_ 15 SEMESTER

.....  
PLEASE CHECK ONE:

1. WILL HIRE \_\_\_\_\_

2. WILL NOT HIRE \_\_\_\_\_

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\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

As a condition of employment the above named student may start hours for Federal Work Study as soon as the following items have been submitted to the Human Resources Office, Monday – Thursday from 2 - 4 p.m.

- Will Hire form signed by supervisor
- Preventing Sexual Harassment
- Preventing Employment Discrimination
- Family Education Rights and Privacy Act (FERPA)
- Hiring background check

\_\_\_\_\_  
WORK-STUDY COORDINATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FEDERAL WORK-STUDY

\_\_\_\_\_  
TEXAS WORK-STUDY

### STUDENT EMPLOYEE CONTRACT

#### Federal Work-Study Program Student Worker Contract

- ✓ I understand that TC is a Drug-Free Workplace.
- ✓ I understand that the FWS position for which I am being hired is temporary and that I may or may not be continued beyond my original award period.
- ✓ I acknowledge that I will not work during my established class time since this violates the purpose of the work-study program.
- ✓ I understand that I ***must enroll*** for at least six credits during the long semester (at least three credit per summer session) and maintain the minimum status for the duration of my employment.
- ✓ I understand that I must maintain Satisfactory Academic Progress to continue my eligibility for FWS, as well as other financial aid programs. The minimum requirements for SAP are 2.0 GPA and 67% Completion Rate.
- ✓ As a student worker, I am not permitted to release or request any type of confidential information, unless authorized by my supervisor. Strict ethical conduct is required. Violations of this standard will result in immediate termination of employment.

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- ✓ I acknowledge breaks are at the discretion of my supervisor and must be cleared before taken. At no time, will I leave my position unattended.
- ✓ I understand that although I am not required to follow a specific dress code, I should refrain from dress that is considered too casual for the office setting.
- ✓ I understand that ***I cannot work more than 19.5 hours per week.*** I am responsible for maintaining an accurate record of my work time and submitting my timesheet via TConnect by the designated date and time.
- ✓ I understand that my employment in this office is considered a “real” job, and my responsibilities are critical to the success and image of Temple College.
- ✓ I acknowledge that I have read and fully understand the internet usage policy. Any violation to this policy could result in disciplinary action; up to and including termination of my employment.
- ✓ I understand that socializing and visiting must be kept to a minimum.
- ✓ I understand that I must maintain my personal hygiene and appearance.
- ✓ I understand that insubordination, absenteeism, tardiness and poor production will not be tolerated, and may result in termination. I will discuss these policies further with my supervisor. ***In the case I am ill, unable to report to work or I will be late due to extenuating circumstances, I must call my supervisor in advance and advise him/her of my situation.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Note to Supervisor:** Please make a copy of this contract for your records and provide a copy to the student employee.

FWS EVALUATION/TERMINATION NOTICE

Temple College

Financial Aid Office

2600 South First Street \* Temple, Texas 76504 \* (254) 298-8321 \* (254) 298-8252 fax [financialaid@templejc.edu](mailto:financialaid@templejc.edu)

FWS EMPLOYEE EVALUATION       TERMINATION NOTICE

Department \_\_\_\_\_ Semester(s) \_\_\_\_\_

Supervisor: This form should be completed and returned to the Financial Aid Office at the end of the student's eligibility period or when student's employment terminates.

Student's Name \_\_\_\_\_ TC ID # \_\_\_\_\_

Please describe briefly the duties or the type of work performed by the student.

\_\_\_\_\_  
\_\_\_\_\_

Please evaluate the student employee for each criterion shown below. If the characteristic does not apply, or if you do not have sufficient information, please write in "N" for evaluation. A= Superior B= Above Average C= Average D= Below Average E= Poor N= No evaluation

- \_\_1. Dependability - trustworthy, punctual, reliable, fulfills responsibilities, good in attendance.
- \_\_2. Cooperation – works well with fellow workers, supervisor, and others, deeply conscious of responsibility to working group.
- \_\_3. Work Attitude – courteous, cheerful and interested; willing to work at difficult of disagreeable tasks; able to take instructions cheerfully.
- \_\_4. Physical Vigor – enthusiastic about work; energetic; keeps self in good state of health; emotionally stable.
- \_\_5. Initiative – performs assigned tasks without prompting and performs unassigned useful work.
- \_\_6. Leadership – influences and inspires others to do better work; organizes and directs work of others.

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7. Personal Appearance – neat, clean, suitably dressed poised good posture.

8. Judgment – uses self-control; makes sound decisions; uses common sense in performance of duties; is tactful in relations with others.

9. Skills and Abilities – has knowledge and ability essential for work and good background in the field of work.

10. Work Quality – work is accurate, thorough, and acceptable; uses material and time economically; takes care of materials; eager for improvement.

11. Work Quantity – does a comparatively large amount of work of average quality; works under pressure as under normal conditions.

12. Potential – has high degrees of potential for future improvement and development.

Comments: \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for termination: (check all that apply)      **Termination Date:** \_\_\_\_\_

Eligibility period completed

Maximum earnings completed

Other (please specify)

Requested by Financial Aid Office

Lack of punctuality, poor attendance

Did not get along with other employee    Did not adequately perform tasks assigned (Work-Study employees and/or others)    Hired as Temporary part-time employee

Has this evaluation been shown to and discussed with the Federal Work-Study Participant? (It is the supervisor's option to share this evaluation with the FWS participant)  YES  NO

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name (print): \_\_\_\_\_ Extension/phone#: \_\_\_\_\_

Human Resource's Signature: \_\_\_\_\_ Entered Date: \_\_\_\_\_

Revised on: 5/7/18

FWS BALANCE SHEET



FWS Balance Sheet

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Semester: \_\_\_\_\_

Semester award: \$ \_\_\_\_\_ Semester Hours (max, that can be worked): \_\_\_\_\_

Semester hours can be determined by dividing the Maximum dollar Award by \$7.50

Payroll Period- beginning date	Semester hours approved	Hours worked this pay period	Semester hours remaining as of this pay period (BALANCE)
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**Note: No hours remaining can be transferred to the following semester.**

*No student should be working more than 19.5 hours per week.*

Revised on: 5/7/18



Send this completed form to the TC Office of Human Resources. Attach a copy of the applicant's Application of Employment. The departmental account number specified below will be charged \$6.00 for processing this request.

**Applicants**

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor E-Mail: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Account # to be charged: \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY TC OFFICE OF HUMAN RESOURCES**

(Check appropriate box)

Criminal History Record Review

Criminal Conviction Record Review

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**THIS SECTION TO BE COMPLETED BY TC POLICE DEPARTMENT**

Criminal Background Check completed by \_\_\_\_\_ Date: \_\_\_\_\_

Date OHR Contacted: \_\_\_\_\_ Date DEPARTMENT Contacted: \_\_\_\_\_

Revised on: 5/7/18