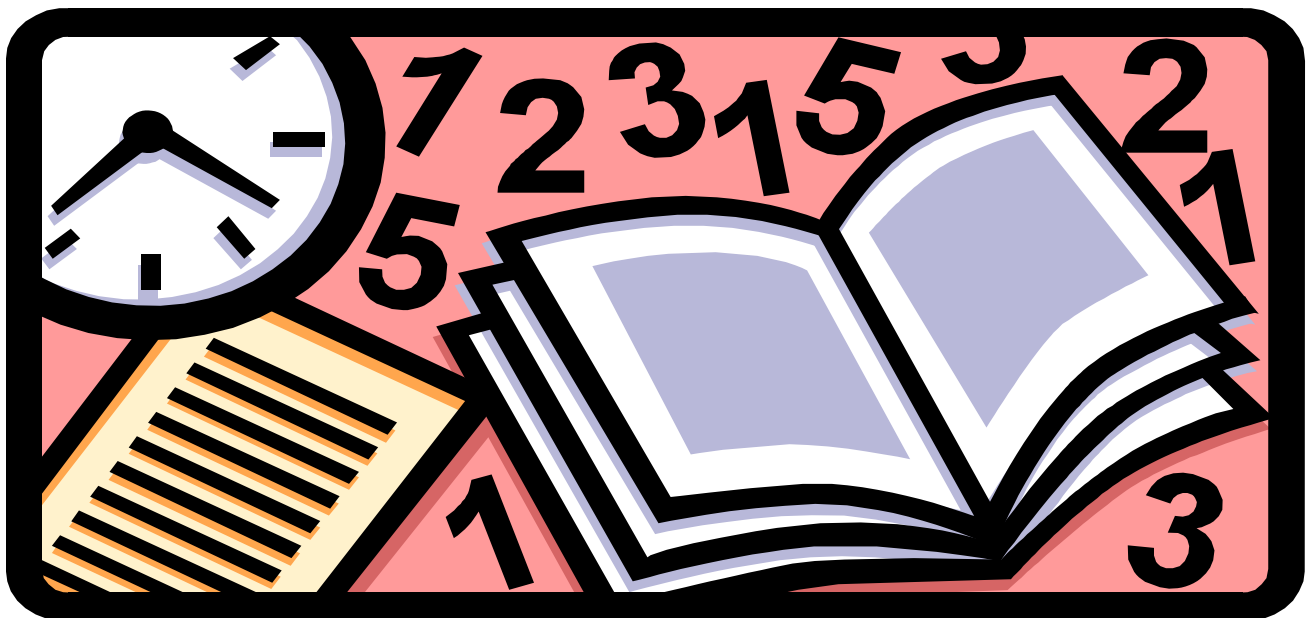




Federal Work-Study Program
Student Guide
2009-2010



Content:

- Congratulations! Where do we go from here?
- All about Work-Study
- List of job sites
- Application
- Confidentiality Form
- Work-Study Expectations
- Contract
- Document Checklist

Virginia Union University
Financial Aid Office
Federal College Work-Study Program

Congratulations!

You have been selected to participate in the Federal College Work-Study Program Fall and/or Spring.

Enclosed you will find an **Application, Confidentiality, Employment Eligibility, VA-4 and W-4 Forms that must be completed and returned by July 31, 2009 .**

WORK STUDY CONTRACTS WILL BE ISSUED IN THE FINANCIAL AID OFFICE AT THE TIMES LISTED BELOW FROM AUGUST 17, 2009 THROUGH AUGUST 31, 2010:

Monday	9am-11:30am
Tuesday	9am-11:30 to 1:00-3pm
Wednesday	1pm-3pm
Thursday	9am-11:30am



If you have any questions, concerns, or comments, please feel free to contact Erma Gales at (804) 257-5847

Virginia Union University
Financial Aid Office
Federal College Work- Study Program
(Frequently Asked Questions)



I. What is Federal Work Study?

- The Federal College Work-Study Program is a Title IV Program, Which stresses self help and enables students to work while attending school.
- Federal Work-Study is used to assist in meeting their educational expenses

II. What is The Rate of Pay?

- The rate of pay will be at least \$7.50 per hour, which is above Federal minimum wage.
- Off-Campus employment will be no less than \$8.75 per hour

III. When Will I Receive Payments?

- A check will be issued on the 10th of the following month.
- Payroll checks are issued in Student Accounts, C.D. King Bldg, Lombardy and Leigh Street.
- You are only paid for hours worked.

- There are no benefits.

IV. How Many Hours Can I Work?

- The hours that you are allowed to work will be stated on your contract.
- Normally students are allowed to work 15 hours per week.

V. The Following documents are needed before you will be sent for a job interview. They are:

- You Must Bring your I-9 Documents
- You Must Bring two of the following:
 - a) Valid State issued Drivers License or State I.D. card with photograph
 - b) Signed copy of your Social Security Card
 - c) Resume

VI. When Am I Able To Pick Up My Work–Study Contract?

- You may pick up your Work-Study Contract **Tuesday, August 18, 2009 and on Thursday, August 31, 2009 from 1-3 PM** in the Financial Aid Office, first floor, Ellison Hall.
- If you are unable to pick up your Work-Study Contract on the days and times listed above, Mrs. Gales will be available to distribute contracts on **September 01, 2009- September 30, 2009 from 9-11 AM** in the Financial Aid Office, first floor, Ellison Hall.
- **Students picking up their contracts after August 31, 2009 will have their Work-Study adjusted for the year. Example: A student scheduled to earn \$1,000.00 for the fall 2009 semester and is late picking up the contract will have the award reduced for the fall 2009 semester. (ex.\$900)**

VII. What If I Don't Pick Up My Contract?

- This will result in the student's parents becoming responsible for that portion of your bill that would have been covered by the Work-Study Program.

- Contracts must be picked up by **September 30, 2009**.
- Federal Work-Study will be canceled after this date

VIII. When Do I Report To Work?

- Students will start working **September 1, 2009**.

VIII. Can I Cancel My Work-Study Award?

- Yes, you can.
- This will make both you and your parents responsible for that portion of your bill that would have been covered by the Work-Study Program.

IX. Ground Rules and Dress Code:

- **You must have an approved Federal Work-Study Contract.**
- **Students working without an approved Federal Work-Study Contract will not be paid.**
- **Students will not be able to transfer Work-Study jobs once they have been assigned.**
- **No “short shorts,” “short skirts,” and/or extremely tight clothing, etc.**
- **Students must be well groomed and exude neatness**
- **No head wraps- (hats and do-rags)**
- **No exposed midriffs or backs**

X. Where Will I Be Working?

- Most Work-Study jobs are On-Campus.
- We must place thirty (30) or more student’s Off-Campus to be in compliance with Federal Regulation.
- Students are placed in jobs that will compliment their educational program or career goals.

XI. What Are The Advantages Of Working Off Campus?

- Career Development/ Employment in your major
- May lead to a full-time job
- Improve your networking and communication skill and get key contacts in the work arena
- Rate of pay will be \$8.75 an hour



Federal Work-Study Expectations

- I. I understand that I must assist in maintaining good office decorum.
 - A. Student employees are expected to be courteous to all members of the University Community and to any visitors that may visit the campus.
 - 1) **Politeness**- Politeness is an asset to any office. Try to develop the habit of being polite at all times.
 - 2) **Pleasant**- A smile is always needed in any surrounding; it can help a difficult day. **SO SMILE!!**
 - 3) **Friendly**- Try to acquire the habit of being equally friendly to all persons in your work area and on campus.
 - 4) **Cooperation**- Cooperation is the key to a job well done. Share your talents and expertise with others.
 - B. Telephone decorum- There will be times when you will be needed to take incoming calls and to make outgoing calls, therefore, correct usage of the telephone is necessary.
 - 1) Develop the habit of picking up a pen and reaching for a pad to write on as a phone message.
 - 2) Try to answer the telephone at least by the third ring.
 - 3) Identify the office by saying “The _____ Office, may I help you please?” Always answer as clear and pleasant as possible.
 - 4) Do not continue to talk to someone in the office after you have picked up the receiver.
- II. I understand that my discussion in the Office must be limited to business only.
- III. I understand that I must wear the appropriate attire in the Office (listed in

“Frequently asked questions”).

IV. I understand that I must report to work as scheduled.

- 1) **Punctuality**-Observe your work-study hours carefully. If there is a need to be absent, please notify the Office in advance so that the work routine can be adjusted.
- 2) The student worker is expected to work out a satisfactory work schedule with his or her supervisor and abide by it.
- 3) If illness or some other circumstances prevent you from reporting to work as scheduled, please notify your supervisor or Administrative Assistant in advance of your work time.
- 4) I understand that if I am absent for more than (3) three consecutive days, I may be terminated.
- 5) Excessive tardiness is also grounds for termination.

V. I understand that there will be no eating while at work. All cellular phones and/ or pagers should be on vibrate or off.

VI. I understand that upon arrival of work, I must check in with my supervisor immediately.

VII. I understand that if I am not working, I should not be in the Office unless for business. (A student lounge is located in the Henderson Center).

VIII. I understand that all information in the Office is confidential and I must keep it to myself. ****PLEASE DO NOT RELEASE ANY INFORMATION TO ANYONE REGARDING A STUDENT OR ANY ISSUES DISCUSSED IN THIS OFFICE.****

IX. I understand that I must sign in when I arrive to work and sign out when I Depart from work. Never sign “in and out” at the same time. (A spot check Will be made from time to time and pay will not be authorized for time not Worked).

X. I understand that I should not be wearing headphones while at work.

XI. I understand that personal calls and visits are not permitted. Parents may call the office in case of emergencies.



ALL ENCLOSED FORMS ARE TO BE COMPLETED AND RETURNED TO THE FINANCIAL AID OFFICE WITH A COPY OF YOUR DOCUMENTS. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT



MRS. ERMA GALES AT (804) 257-5847



Virginia Union University

Work-Study

Job Sites



On Campus

Academic Affairs
Admissions
Athletic/ Trainer
Human Resources

Biology Dept.

Career Planning and Placement

Compliance manager/Volleyball
Information Technology
Copy Center
Criminal Justice

Education and Psychology

English Department/Humanities

Financial Aid

Football Office

History/Political Science

Journalism

Institutional Advancement

Academic Empowerment Center

Student Affairs and Activities

Library

Math Department

Audio Visual

Student Accounts

Police

Post Office Library

Psychology/Human Exceptional

University Relations

Registrar

Social Work/Gerontology

Speech and Drama

Student Health Services

Student Publications (comm. dept.)

Teacher Preparation (school of Ed.)

Upward Bound

Women's Basketball

Residence Halls-Housing Affairs

Storer Hall

Hartshorn Hall

Huntley Hall

Macvicar Hall

Newman Hall

Residence Assistance/Orientation Leaders

OFF CAMPUS

POSITIONS:

**(Program Support, Tutoring, Administrative, Office Practices,
Program Planning , Mentoring, Child Development Support
Services, Athletic/sports training & coaching persons with disabilities:
Homeless, afterschool programs and Reading positions.**

LOCATIONS:

The Carver Promise	VCU Americorps/America Reads Program
Charity Family Life	Boys & Girls Club, Central Unit
Boys & Girls Club, Central Unit	Boys & Girls Club of Metro Richmond
Blessings For You Learning Center	Peter Paul Development Center
Communities In Schools of Richmond	Virginia One Child, One Church
Nubian Village Academy	Richmond Public Schools
Rising Mount Zion Daycare	Special Olympics Virginia
North Richmond YMCA	National Student Partnerships
United Negro College Fund	Partnerships For The Future
Manterfly Youth Development	Jump Start Program
New Kingdom Christian Ministries Child/ Enrichment Center	

