

Once You Are Hired

Amount of Hours Allowed

Students are allowed to work as many as twenty hours per week. However, they must stop working when they have earned their entire award amount for that semester. Depending upon the hourly wage rate, that could translate to 136 hours, or less, as the semester total.

Time Sheets

You are responsible for:

- Completing the hours worked on your time sheet.
- Signing your time sheets.
- Insuring that your time sheets are legible.
- Insuring that you do not work during scheduled class time.
- Getting your time sheet turned in on time.

Time sheets must be completed in BLUE INK.

Time sheets are to be submitted to Student Payroll by office supervisor.

Payday

Paydays are every other Friday. Your department will have a schedule of paydays.

Paychecks are distributed in the student's department of employment.

Pay Rates and Raises

All student jobs start out at the minimum hourly rate. Students are eligible to be considered for merit increases annually at the discretion of individual department supervisor. Raises are not automatic, but are given to those who have performed the job duties in such a manner that deserves reward.

NOTE: Students are not paid for travel to and from their jobs, and lunch breaks are not included in students' pay. Pay raises are not given retroactively.

Guidelines for Student Employees

Performance Prohibitions

Listed below are offenses that may result in disciplinary action:

- Excessive tardiness and/or absences
- Absent without a legitimate excuse
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Inability to provide accurate, up-to-date information to the public
- Inappropriate conduct to representatives of Georgia Southern University
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Sleeping on duty
- Studying on duty

The preceding offenses will be subject to the following action:

- First occurrence: verbal reprimand
- Second occurrence: written reprimand
- Third occurrence: discharge

Grounds for Immediate Termination:

- Breach of confidentiality
- Theft or gross negligence resulting in serious injury to property, person or public relations
- Physical violence or obscene language when dealing with the public or other staff members
- Being under the influence of drugs or alcohol while on duty
- Falsification of time sheets
- Withdrawal from all classes

Supervisors may add or delete from this list and clarify what they perceive as excessive tardiness or absences, sloppy appearance, discourtesy, etc. during job orientation.

Personal Appearance

As we are representing the University, an appropriate appearance is required. Discuss any questions on attire and grooming with your supervisor.

Student Rights and Responsibilities

As a Student Employee you have the Right to:

1. Be treated fairly and equitably by the University.

2. Know what is expected of you concerning your work schedule, actual duties, and any other requirements made by the supervisor.
3. An explanation if you are terminated.
4. Use your campus jobs as references for future employers and/or credit institutions.

As a Student Employee you have the Responsibility to:

1. To maintain high standards of behavior on the job that reflects well on both you and the University.
2. To perform assigned duties promptly and qualitatively.
3. Complete and sign your time sheet, reporting actual hours worked.
4. Abide by the rules and regulations of the University and the office or department in which you work.
5. Adhere to the designated work schedule. Absences should be reported and cleared with you supervisor.
6. Adhere to proper dress code required by the department.
7. Maintain eligibility requirements for working on-campus.
8. Act in a professional manner concerning all aspects of your work, including any confidential information that is learned during the course of your employment. Such areas would include, but are not limited to, student records and financial information. A breach of such confidentiality or any act of dishonesty are just cause for **immediate dismissal** from your position, and dependent upon the nature of the offense, you may be permanently dismissed from Student Employment.

Affirmative Action/Equal Opportunity Employment/Sexual Harrassment/Substance Abuse

Please visit the Office of Institutional Compliance website at http://services.georgiasouthern.edu/affirmativeaction/GSU_Policy.htm for the full text of campus policies.

Employment Opportunities

Employment applications must be obtained from the Student Employment Center, Room 1104 Rosenwald Building, 912-478-7159. The Student Employment Center is your link to securing a Federal College Work Study position.

For more information, contact your Financial Aid Counselor or visit our website at:

<http://students.georgiasouthern.edu/finaid>



2008-2009 Federal Work-Study Student Employee Guide

