
WORK STUDY GUIDELINES

The purpose of the Work Study program is to provide part-time employment for students to help meet their educational expenses and develop job skills for future employment. Work studies are paid with federal and/or institutional funds. As a paid employee you should support all policies and procedures of OSUIT. This is **WORK** time and should not be used for other purposes.

Direct supervision for the work study is the responsibility of the faculty or staff member utilizing the work study employment.

This is a **real** job. You will be given the opportunity to gain valuable work experience that can be applied to future employment. As with any job, there are guidelines that an employee must follow. These guidelines are designed to give you a brief overview of what is expected.

Professionalism and Confidentiality

Privacy of student information is of the utmost importance. Security of student information is strictly enforced. Failure to maintain confidentiality of student and/or university information **WILL** result in **DISMISSAL**.

In Order to Have an Effective Program, Participants Must Follow These Guidelines:

Work Schedule – It is the work study’s responsibility to:

1. Establish a work schedule with the supervisor.
2. Report to work at the established times.
3. Reschedule missed hours.

Hours of Work & Breaks – Students should **NEVER work more than 15 hours per week and NEVER work at times they have a scheduled class or during the break when classes are not in session** (unless special permission has been granted by the Director of Student Financial Services, Vice President of Enrollment Management for Federal Work Study, or Human Resources for Institutional Work Study). Breaks are allowed, with supervisor approval, only after working four or more consecutive hours, and are limited to 15 minutes.

Appropriate Attire – Work studies must have a neat & clean appearance. Proper grooming is required. Ask the supervisor for clarification.

Punctuality – All work studies should notify their supervisor, as early as possible, if they will be late or unable to attend work. Departments depend on your attendance to schedule their workload.

Quality of Work – All assignments should be performed accurately, professionally, and neatly. If you need additional instruction, please ask for clarification.

Timesheets – Timesheets are due at the end of the day on Friday of each pay period. Hours may not be estimated. It is the responsibility of the work study to submit completed timesheets to their supervisor. *If timesheets are not submitted on time, there will be no pay until the following pay cycle.*

Use Initiative – When assigned tasks are completed, ASK for additional assignments. The work study hours are not to be considered study time or free time.

Conduct - Work studies should conduct themselves in a professional manner. You are a member of the team in the department where you are working & your actions represent the department. Work studies should refrain from visiting with friends, making or accepting personal phone calls, texting, surfing the internet or participating in excessive socializing with other personnel during work time.

Remember – This is a **REAL JOB!** It is a privilege to acquire a work study position since the available funds and numbers of positions are limited. You can use this to begin to build your resume so perform your duties to the best of your ability.

Student Privacy Rights

As required by the Family Educational Rights and Privacy Act of 1974, OSU Institute of Technology advises students of their privacy rights. OSU Institute of Technology may disclose information to parents of students in two ways:

1. By obtaining the student's written consent, if the student is independent.
2. By having the parents sign an affidavit establishing the student's dependency as defined by Internal Revenue Code of 1954. This form is available in the Registrar's Office upon request.

OSU Institute of Technology has declared the following to be open directory information:

1. Student's name, local and permanent address.
2. Student's telephone number and electronic (e-mail) address assigned/provided by the institution or provided to the University by the student.
3. Student's year of birth.
4. Program(s) of study engaged.
5. Dates of attendance at OSU Institute of Technology.
6. Degrees, honors, and awards granted or received and dates granted or received
7. Academic classification such as 1st year, 2nd year, etc.
8. Most recent educational institution previously attended.
9. Advisor.
10. Participation in official organizations and activities.
11. Parents' names and addresses.

POINTERS

- **SCHEDULE** – Stick to your schedule. You and your supervisor will create a work schedule. If you are going to be late or absent, notify your supervisor as soon as possible.
- **TIMESHEETS** – Be sure your correct arrival and departure times are recorded on your timesheet. Submit completed and signed timesheets to your supervisor at the end of the day on Friday of each pay period.
- **ATTIRE** – Wear clothing that is appropriate for the environment of your workplace. Clothing should have no tears, be clean, and neat, and provide appropriate coverage. Discuss this with your supervisor. Remember, you represent the department and OSUIT.
- **CONDUCT** – This is a real job. While you are at work, refrain from excessive visiting on the phone or with those around you. Be mindful of the topic of your conversations and your language.
- **QUESTIONS/CONCERNS** – If you ever have questions or concerns you may ask your supervisor, Deborah McCrary in Student Financial Services, or the Human Resources Department.



INSTITUTE OF TECHNOLOGY

GUIDELINES FOR WORK STUDY EMPLOYEES
