

**Dorsey School of Business**  
**Federal Work Study - Student Orientation**  
**Terms and Conditions of Employment**

Congratulations on your new position in the Federal Work Study (FWS) Program! We want you to be successful in your new role. In an effort to assist you we have summarized some helpful information below:

**Attendance and Work Hours**

1. Report to work on time; work only allotted hours
2. Sign in and out daily on your time sheet; make sure the supervisor signs your time sheet at end of pay period
3. Submit time sheet to the Financial Aid Office by Friday, at end of pay period
4. You must be in attendance for all of your classes at Dorsey
5. Class schedules must be submitted to the financial aid office & your employer prior to the start of each module
6. Dress according to the employer's dress code
7. Maintain Standards of Academic Progress (SAP)
8. May not work on days that you are **not** attending school; this includes scheduled breaks in between terms
9. Transportation for students to and from their work assignments will not be provided by Dorsey or the off-site organization (if applicable)
10. Call your supervisor if you are unable to make it to work or if you will be late to work

**Withdrawal and Graduation**

11. Withdraw: If you withdraw from school you are no longer eligible for work-study employment and your employment will end/terminate. Please note that if you plan to re-enter school, your FWS position is not guaranteed to be available. You will need to re-apply for the FWS program
12. Graduate: When you graduate from your program you are no longer eligible for work-study employment and your employment will end/terminate. Should you decide to enroll in a new program at Dorsey after graduation, you will need to re-apply for the FWS program.

**Hours at Work**

13. Federal Work Study employment does not pay overtime
14. FWS hours not worked personally and physically by the student are not payable. FWS must be earned; it is not an entitlement
15. Student employees can only work for one FWS employer at a time
16. Student cannot work during scheduled class periods (you will not be paid for these hours)
17. Students cannot work more than 6 hours per day without taking a break. If you work over 6 hours per day you must take a 30 minute break
18. Background checks are required for some FWS positions, at the student's expense

**FWS Positions not allowed**

19. Constructing, operating, or maintaining any part of a building used for religious worship or sectarian instructions
20. Janitorial work, cleaning, maintenance work
21. Admissions or recruitment; public relations; purchasing
22. Political activities; political aide, supporting an independent candidate; political debates

By signing this form the student acknowledges that they have gone through FWS Orientation and that they understand the information summarized on this form. The student will also receive a copy the Federal Work-Study Manual that further explains this information.