



Federal Work Study Program (FWSP) – Student Orientation Terms and Conditions of Employment

Dorsey College wants students to be successful as a Federal Work Study employee. In an effort to assist them, we have summarized some helpful information below:

Attendance and Work Hours:

Dorsey College utilizes Paylocity, this is a payroll software used to collect, approve, and calculate hours worked for employee pay checks. All employees (including FWS) are required to register in Paylocity during the onboarding process.

1. Student employees should report to work on time; work only allotted hours.
2. Sign in and out daily on Paylocity, or Dorsey Edge system (FWS Experimental Site only), make sure the supervisor signs the time sheet at end of pay period.
3. Time sheets should be finalized by end of shift the Friday prior to the pay week.
4. Students must attend their scheduled classes each day.
5. Copy of the class schedules is submitted to the financial aid office & employer prior to the start of each module. Please note the attendance in class will be monitored.
6. Dress according to the employer's dress code policy.
7. Maintain Standards of Academic Progress (SAP) for the program enrolled in.
8. Students should not work on days that they do **not** attend school; this includes scheduled breaks in between terms.
9. Transportation for students to and from their work assignments will not be provided by Dorsey College or the off-site employer (if applicable).
10. Students are responsible to contact their supervisor if they are unable to make it to work or if they will be late.

Withdrawal/Graduation/Termination – (to include Termination of employment):

11. If a student withdraw/graduate/ or terminated from school, or Externship site, the student is no longer eligible for work-study employment and the employment will end. **If the student plans to re-enter school, the FWS position is not guaranteed to be available.** The student will need to re-apply for the FWS award.
12. Students are not allowed to work during their externship course. This policy was implemented to prevent any potential scheduling conflicts with the student's externship site and the FWS employer. In addition, Dorsey College believes that removing any potential distractions during this course, will allow the students to get the full benefit of the practical experience.
13. When students graduate from their program, they are no longer eligible for work-study employment and the employment will end/terminate. Should the student decide to re-enroll into a new program after graduation, they need to re-apply for the FWS award.

Hours at Work:

14. FWS does not pay overtime (current employer must be responsible for any overtime).
15. FWS works 20 to 30 hours a week.
16. FWS hours not worked personally and physically by the student are not payable. FWS payment must be earned, it is not an entitlement.
17. Student employees can only work for one FWS employer at a time.
18. Students are not allowed to work during scheduled class periods.
19. Students working 4 or more hours per day are required to take a break; timesheets (Paylocity or paper time sheet) with hours worked of 4 or more hours per day, will automatically be deducted a 30-minute break.
20. In addition to additional on-boarding requirements, an additional background check, or a drug test may be required by off-site employers, at the student's expense.
21. Dorsey College is not permitted to provide fringe benefits such as sick leave, vacation pay, or holiday pay, or employers contributions to Social Security, workers' compensation, retirement, or any other welfare or insurance program.

FWS Positions not allowed:

22. Constructing, operating, or maintaining any part of a building used for religious worship or sectarian instructions. *HVAC Externship is based on contract work only.*
23. Janitorial work, cleaning, maintenance work. *HVAC Externship is based on contract work only.*
24. Admissions or recruitment; public relations; purchasing.
25. Political activities; political aide, supporting an independent candidate; political debates.