Pittsburgh Theological Seminary
Financial Aid Office

Work Support Manual

For Supervisors and Students

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Work Support Program at PTS

The Work Support Program
The Work Support Program provides part-time, on-campus jobs for students. All positions are part of the PTS need-based financial aid program. Students must qualify financially by filing a Free Application for Federal Aid (FAFSA) and any other forms required by institutional policies. When the financial aid process is completed, students will receive an Aid Contract from the Financial Aid Office advising them that they are qualified to participate in the Work Support program.

The Application and Hiring Process
Once qualified, the student must visit the Work Support section at www.pts.edu for a list of available jobs. He/she can click on each department's name for the job description and pay rate. The student will apply directly from that screen. The student may have one active application in place at a time.

When a supervisor has a job opening, he/she should contact the Financial Aid Office. The Job Posting page is updated as needed. Students can also check the financial aid bulletin board for new job listings.

The student's application will be forwarded to the Financial Aid Director. She will verify that the student qualifies for the Work Support program and forward the application to the appropriate departmental supervisor. Incomplete applications will not be forwarded.

- **There are three parts to complete: the financial aid paperwork, position application, and the payroll documentation. A student can NOT work until all steps have been completed.**

- **Because a student qualifies for work-support and has completed the payroll forms, does not mean he/she will receive a job.**

The student's application and a Hire Form will be forwarded to the supervisor. The supervisor will contact the student if he/she requires an in-person or telephone interview.

Supervisors may hire a student directly as long as they qualify financially. It is at the supervisor's discretion whether to seek a referral from the Financial Aid Office's web-site but the Financial Aid Office must verify each student's eligibility.

After the interview, the supervisor should return the Hire Form to Financial Aid Office. If hired, the student must complete the payroll documentation and provide the necessary forms of identification to the Business Office.

Apply Each Year
Since Work Support is a part of the need-based student aid financial aid package, all workers must be evaluated and qualify each year in order to be considered for Work Support employment. Do not assume that a student will be awarded Work Support for the following year because he/she received it in the past.

Qualifications for the PTS Work Support Program

1. **ALL** financial aid forms must be submitted; FAFSA, PTS Financial Aid Application, other documents requested by Financial Aid Office

2. Returning students must complete the forms each year.

3. Students qualify financially on an annual basis.

4. Students must be enrolled **full-time** students in Pittsburgh Theological Seminary classes.

5. Returning Students must show academic progress.

6. All payroll forms must be completed before the start of work and necessary identification submitted to the Business Office.

Pittsburgh Theological Seminary Nondiscrimination Policy
The Pittsburgh Theological Seminary, as an educational institution and as an employer, values equality of opportunity, human dignity and racial/ethnic and cultural diversity. Accordingly, the Seminary prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Furthermore, the school will continue to take affirmative steps to support and advance these values consistent with the school's mission. This policy applies to admissions, employment, access to and treatment in school programs and activities. This is a commitment made by the Seminary and is in accordance with federal, state, and local laws and regulations.

Work-Support Program Guidelines

Student Responsibilities and Policies

Employment at the Pittsburgh Theological Seminary
The Pittsburgh Theological Seminary's student employment policy prefers that students work only one job. If the job does not provide enough hours to meet the allotment, the supervisor has the authority to allow the student to work in another department of the Seminary. The student must meet with the Director of Financial Aid to verify openings and available hours.

Work-Support and Financial Aid
Since Work Support is financial aid, the money earned cannot be in excess of a student's demonstrated need. If a student works over the allotted amount, loans or grant awards may be forfeited at the end of the academic year. When other funding is returned, the student could owe the Seminary additional money.

Wages
Beginning in the 2019-2020 academic year, students earn $10.25 per hour for all Work Support positions except the Maintenance Department. Maintenance workers earn $11.25 per hour.

Unlike grants or loans, Work-Support earnings are not deducted from the Seminary's invoice; rather the student receives a bi-monthly paycheck according to the number of hours worked.

Hours
The amount of hours a student receives is dependent on his/her financial need. If more than the allotted hours are worked, it could adversely affect his/her financial aid. The allotted work time for each student is ten hours per week. In extenuating circumstances, students are permitted to work up to 15 hours per week. Requests must be submitted in writing to be approved by the Financial Aid Director. Variables that can affect the increased hours may be the amount of the student's loan and/or PTS merit scholarship.

Paychecks
Beginning in 2019-2020, paychecks will be distributed twice each month. The student will submit hours directly into the payroll system. Each supervisor must approve the hours. The Business Office will issue an electronic timeline each month. Students may not log into work more than five (5) minutes prior to start of shift.

Dress Code

The Seminary adheres to a business casual dress code for student workers with the exception being student workers in the Facilities Department. The worker should consult with the supervisor for questions or concerns regarding appropriate attire for the specific position or department. The supervisor will inform and enforce adherence to dress requirements. Inappropriate attire can be a reason for discharge from the work support program.

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From: https://i.pinimg.com/originals/8d/ed/8b/8ded8b6beed5357da4469ced29eb859a.jpg

Academics
Education comes first. If a student needs more time to study, and less time to work, contact the supervisor IMMEDIATELY. It is important for the student to ask for help to make arrangements to solve this problem.

Work Schedule
The student should arrange his/her work schedule with the supervisor as soon as he/she registers. It is imperative that a student report to work as scheduled. If the student is unable to report to work, the supervisor must be contacted as soon as possible. Failure to report to work for is cause for dismissal.

Confidentiality Agreement
While working at the Seminary, work support students may inadvertently see or overhear information that is confidential in nature. It is their duty to maintain confidentiality. For that reason, some work support students will be required to read and sign a confidentiality agreement (sample on page 11) . The Supervisor is responsible to discuss and maintain the signed document with his/her department (do not forward to the Financial Aid Office).

General Requirements
A work support student is required to treat the supervisor, staff, and faculty with courtesy and respect. He/she is required to carry out assignments and duties in a professional manner. Flexibility is a requirement because a student may be asked to assist in another office, with the supervisor's approval. A student is not permitted to use Seminary supplies, such as paper or pens, for personal projects. Unauthorized use of the supplies or the computer during work hours can be grounds for dismissal. No one is permitted to use the computer for personal communication such as e-mail, social media, browsing the internet, Facebook or other similar applications unless approved by the supervisor. Cell phone usage during scheduled working hours is also based upon supervisor approval.

Resigning
It is the responsibility of the work support student to inform the supervisor and the Financial Aid Office when resigning from a department.

Supervisor Policies and Procedures

Hiring
Job openings are posted on the PTS web-site. Students submit an application on-line which will be forwarded to the supervisor along with a "Hire/Not Hire Form". The supervisor may choose to contact the applicant.

Once a decision is made, the completed "Hire/Not Hire Form" is returned to the Financial Aid Office. If the supervisor chooses not to hire the student, they should check "Not Hire", and

sign. If they choose to hire a student, return the Referral Form with "Hired" check and sign. **It is the supervisor's responsibility to let the student know if they were selected for the position.** The supervisor should advise the student where and when to report upon arriving on campus.

Upon receipt of the Not Hired Form, the Financial Aid Office will notify the student that he/she is permitted to apply for another position.

The supervisor may bypass the hiring process and choose to find his/her own work support students. Verify eligibility through the Financial Aid Office as all students must meet the financial aid requirements

Time Records
Payroll dates are published at the beginning of every month by the Business Office and forwarded to all supervisors. The student will log in and record the hours-worked. The supervisor must approve the hours for a paycheck to be generated.

Confidentially Agreement
A supervisor may choose to have the student read and sign a Confidentiality Agreement (sample on page 11). Each department maintains its own file with the completed agreements. Supervisors should instruct their work support students as to their specific job responsibilities and what is expected of them. Breaching the signed Confidentiality Agreement can be a reason for dismissal.

Working for More than One Department
Students are permitted to work in multiple departments. They may NOT work more than their awarded amount. A student who earns over his/her award could lose grant or loan funds. Hours for different departments are recorded separately and verified by each supervisor.

Extra Help
If extra help is needed, supervisors should arrange for temporary help by contacting other Work Support supervisors.

Appraisals
Supervisors may complete a Work Support Performance Appraisal at the end of the academic year. A copy of the appraisal should be given to the student, as well as, kept by the supervisor. A sample can be found in the appendices.

<u>Terminate/Exiting Students</u>
To terminate a student, provide the causes for dismissal in writing to the student <u>and</u> the Financial Aid Director. The Appraisal Form may be utilized for dismissals. Complete by e-mail, in-person or telephone.

If a student will not be returning due to the student's own choice, a withdrawal or graduation, the supervisor should notify the Financial Aid Director; if the student has not. The on-line job posting will be updated.

During the spring semester, supervisors will receive a form which requests projected needs for the following school year. Upon return to the Financial Aid Department, this allows the work support system to be updated and new job openings posted.

Student Name:_____

Work-Support Program
Appraisal

Interpersonal Skills

        Interactions with peers promote the department's goals
              NEVER   ALWAYS
              1   2   3   4   5

        Interactions with supervisors promote the department's goals
              NEVER   ALWAYS
              1   2   3   4   5

        Verbal communications are clear and business-like
              NEVER   ALWAYS
              1   2   3   4   5

        Written communications are clear and business-like
              NEVER   ALWAYS
               1   2   3   4   5

        Work ethic and attitude promote the department's goals
              NEVER   ALWAYS
               1   2   3   4   5

Overall Evaluation

Do you plan to hire this student next year?   _____Yes   _____No

Would you recommend this student to another department? _____Yes   _____No

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Comments:

_____   _____
      Supervisor Signature   Date

_____   _____
      Student Signature   Date

Student Name: _____

Student Confidentially Agreement

The student work-support positions are considered employees of Pittsburgh Theological Seminary. These positions may have occasion to access individual student information from various records and data files. For security and confidentiality of records and/or data files, the Seminary has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). As an employee, each student holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to them.

Because conduct on or off the job may threaten the security and confidentiality of these records in any form, each employee is expected to adhere to the following:

1. No one may copy or permit unauthorized use of any information in files maintained, stored or processed at Pittsburgh Theological Seminary.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of a work assignment.
4. No one may knowingly include in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to a supervisor.

The student worker understands that failure to abide by the above contract is grounds for immediate dismissal from the work position, and may further subject the student to disciplinary action.

 I have read and will comply with the Pittsburgh Theological Seminary Work Support Confidentiality Agreement.

_____   _____
Student Signature   Date

_____   _____
Supervisor Signature   Date