

**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 a portion of the 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 Award Letter 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 should click on each department's name for a job description and pay rate. If that student chooses to apply, he/she may 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 department. Incomplete applications will be returned to the student.

- **There are two parts to complete: the financial aid paperwork and the Work Support paperwork. A student can NOT work until both have been completed.**
- **Because a student qualifies for work-support and has completed the paperwork, 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 any student 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 visit the Business Office to complete multiple payroll forms and provide the necessary forms of identification.

Apply Each Year

Since Work Support is a part of the need-based Student Aid financial aid package, the student must be evaluated and qualified each year in order to be considered for Work Support employment. Do not assume that you will be awarded Work Support next year because you were awarded it this year. Everyone, new and returning students must apply for financial aid every year.

Qualifications for the PTS Work Support Program

1. **ALL** financial aid forms must be submitted
 - a. FAFSA
 - b. Verification Worksheet
 - c. Federal 1040 and W2's
 - d. PTS Financial Aid Application

2. Returning students must complete the forms each year.

3. Students qualify financially on an annual basis.

4. Students must be **full-time** students at the Pittsburgh Theological Seminary.

5. Returning Students must show academic progress.

6. All payroll (W-4, etc.) forms must be completed before the start of work.

Work-Support Program Guidelines

Student Issues

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 put this into effect.

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

Students earn \$8.25 per hour for all Work Support positions except the Maintenance Department. Maintenance workers earn \$9.25 per hour.

Unlike grants or loans, Work-Support earnings are not deducted from the Seminary's invoice, rather the student receives a 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 10 hours per week. In extenuating circumstances, students are permitted to work more hours, but they must submit the request in writing to be approved by the Financial Aid Director.

Paychecks

Paychecks will be distributed once each month. The Time Record is submitted to the Financial Aid Office on or before the appropriate due date.

Paychecks are placed in the individual's PTS mailbox. If the student is not returning to campus, it is his/her responsibility to make arrangements with his/her supervisor to either mail or pick-up the paycheck.

Dress Code

Work study students must dress appropriately for the area in which they work and the job to which they are assigned. In some assignments, students are the first contact that visitors

have with the Seminary. If the position requires such public contact, the following dress code should be followed:

Acceptable: Collared shirts, sweaters, casual blouses, casual slacks, jeans in good condition, dresses, casual skirts, knee-length Bermuda shorts or Capri slacks, loafers, deck shoes, well maintained sneakers, dress shoes or dress sandals. On specially designated days like Black 'n Gold Fridays, team sports apparel is acceptable.

Unacceptable: Tee-shirts or sweat shirts with large slogans/pictures, tank tops or spaghetti straps, sweats or jogging suits, shorts (except knee-length, such as Bermuda style), inappropriate short skirts, spandex, exposed undergarments, and frayed clothing with holes (no matter how fashionable the may be). In addition, it is not acceptable to wear clothing showing excessive cleavage or any midriff.

In order to create a positive and professional first impression, student employees are asked to be neat, clean, and well groomed at all times.

Violation of this dress code policy may result in loss of the work study position.

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. 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.

Playroom Employment

Students interested in working in the Playroom are required to receive Pennsylvania Act 33 and Act 34 clearances annually.

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.

Supervisor Issues

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 bypass the hiring process and choose to find his/her own work support students. However, all students must meet the financial aid requirements.

If the supervisor chooses not to hire the student, they should check "Not Hire", and initial it. If they choose to hire a student, return the Referral Form with "Hired" check and initial. **It is the Supervisor's responsibility to let the student know if they were selected for the position.**

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.

Time Records

The Time Record due dates are published at the beginning of every term and forwarded to all supervisors. Supervisors are required to inform the students or post the dates when the Time Records are due. Supervisors are also responsible for signing and submitting Time Records to the Financial Aid Director. A signature verifies that the hours being submitted are correct. A Time Record will not be accepted by the Financial Aid Department without the supervisor's signature. A supervisor may sign without the student signature.

Training

Before training begins, a supervisor may choose to have the student read and sign a Confidentiality Agreement. 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 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.

Extra Help

If extra help is needed, supervisors should arrange for temporary help by contacting other Work Support supervisors. Do not directly ask the student.

Appraisals

Supervisors are required to 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.

Terminate/Not Returning Students

To terminate a student, provide in writing to the student and the Financial Aid Director causes for dismissal. The Appraisal Form can be utilized for dismissals. This may be completed by e-mail.

If a student will not be returning due to the student's own choice, a withdrawal or graduation, the supervisor must notify the Financial Aid Director. At the end of the Term III, 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.

Exiting the Program

It is the supervisor's responsibility to inform the Financial Aid Office that a student is no longer employed.

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

Comments:

Supervisor's Signature

Date