



**Financial Aid Office  
STUDENT WORK REGULATIONS**

**I. DRESS**

When working on campus, you should dress as you do for the classroom unless your supervisor notifies you otherwise.

**II. PROMPTNESS**

You are to be on time for the job. You must be present and ready for work at the scheduled times. In case of illness or emergency, notify your supervisor in time for him or her to replace you. You are not to miss work for any reason other than one for which you have an excused absence. Work is planned ahead of time, and you must be present to do it.

**III. ASSIGNMENT**

Your assignment is for the academic year. A change will only be made in extenuating circumstances and through use of the official transfer form.

**IV. ABSENTEEISM**

It is the worker's responsibility to either be at work or get permission from the supervisor at least twenty-four hours in advance, unless there is an emergency (emergencies are those situations whereby a student can be excused from class). Even in emergencies, the worker should attempt to notify the supervisor that he/she will be unable to work.

The policy concerning missing work without permission or excuse is:

1. After the first time during a semester, the supervisor will have a conference with the worker.
2. After the second time during a semester, the supervisor will have a conference with the worker and send a report of the conference to the Financial Aid Office to be filed in the worker's financial aid folder.
3. If the worker misses a third time during a semester, he/she will be released from the work program. The supervisor will send a release form to the Financial Aid Office.

**V. SPECIAL**

Each supervisor may set regulations beyond the above.

You are not paid for hours worked beyond the number assigned.

**It is your responsibility to check your time card after work on the 25<sup>th</sup> of each month and ensure that your supervisor submits your time card prior to each pay period's deadline. Checks are disbursed on the 5<sup>th</sup> of each month in the Business Office.**

Workers are to work through the last day of examinations unless they receive permission from their supervisor to terminate the semester's work at an earlier time.