

Name \_\_\_\_\_

ID \_\_\_\_\_

Site \_\_\_\_\_

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Georgia Military College  
Federal Work Study  
Student Placement Form  
2015-2016

*Departments must complete form when hiring Federal Work Study (FWS) student.  
Submit form to the Financial Aid Office – main campus, ATTN: FWS*

Office: \_\_\_\_\_

Location/Dept: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee (student) name: \_\_\_\_\_

Job Supervisor: \_\_\_\_\_

Job Description: (Brief & Specific)

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Hours per week: \_\_\_\_\_ Days: \_\_\_\_\_ Pay rate: \$7.50

*Note: May not work more than 19 hours per week*

**\*\*\*I cannot earn more than my awarded amount\*\*\***

**Reporting for Work**

- Be on time!
- If for any reason you will be delayed or will not be in, notify your immediate supervisor as far ahead in advance as possible

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- You must log in eTime each time you report for work and when you leave.
- It is the student's responsibility to submit the time sheet for approval on or before the 15<sup>th</sup> and the last day of each month.
- You may not work more than 20 hours per week.
- You may not work during the time you are scheduled to be in class, even if class is cancelled or you are released early from class.

### **Dress Code**

You are required to present yourself in a neat, clean, well-groomed manner, and avoid dressing in a way that will reflect negatively on GMC. If you are unsure of what is considered appropriate dress, please refer to the GMC Student Dress Code or ask your supervisor.

Your supervisor reserves the right to determine if your clothing is inappropriate for the office setting.

Items to avoid wearing to work include:

- revealing clothing
- any clothing with inappropriate tears, rips, slits, or stains
- Sweat Pants or any type of athletic clothing
- Pajama bottoms
- Flip flops or athletic slip on shoes and bedroom slippers
- hats, caps, and other head gear

If in violation of the dress code you will be not be allowed to work.

### **Disciplinary Action**

Expectations of student employee behavior will be discussed and agreed upon at the beginning of your work-study experience.

If you do not meet the agreed upon expectations of the position, disciplinary action procedures will be followed at the supervisor's discretion. All violations will be addressed immediately by your supervisor. Violation will be documented and the

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date(s) on which the action(s) took place will be recorded and placed in your student worker file.

Some common examples of behavior that would not meet expectations and may cause disciplinary action include:

- Not showing up for work and not calling in.
- Showing up late for scheduled work times.
- Wearing inappropriate clothing in the workplace.
- Using work time for activities other than work-related duties.
- Breaching confidentiality rules.

Any student who is not performing satisfactorily or continues to violate student worker policy may be placed on probation, suspension, or terminated from the Work-Study Program.

### **Phones**

- You should not make personal calls, unless it is an emergency.
- Do not give out any personal information about students or faculty.

### **Lunch Breaks**

- If you are working 5 hours or more you must take a 30 minute lunch break and you are required to log out for your break.
- Eating lunch while working is not permitted.
- Eating is not permitted in the work area.

### **Additional Responsibilities**

#### **Confidentiality**

As a student employee at Georgia Military College, you may have access to other students' confidential and personal records. Student employees are prohibited from sharing this information with others. Sharing of confidential information is a violation of the Family Educational Rights and Privacy Act (FERPA) and will result in immediate

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termination. *Very important aspect of work study since they have access to student financial records, ssn #, grades, etc. Should have students sign a confidentiality agreement, acknowledging that termination is immediate if this is violated.*

## **Visitors**

Visitors are prohibited during working hours. As both a student and employee at Georgia Military College, you will encounter other students on a regular basis during work hours. Please refrain from carrying on disruptive conversations with other students while working in professional office areas.

## **Cell Phones**

Cell phone use (this includes texting!) is prohibited during work hours. If you need to use your cell phone, please consult your supervisor and excuse yourself from the office to do so.

## **Professionalism**

Student employees are expected to keep an organized and professional work environment. Before the end of each work day, please do the following:

- Explain any unfinished work or projects to your supervisor.
- Return and put away any supplies used.
- Straighten work area.

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I, \_\_\_\_\_, have reviewed and agree to the Georgia Military College "Job Placement/Federal Work Study Guidelines". I understand that if I do not abide by the guidelines provided, that further employment as a Federal Work Study may be discontinued. I also agree that I have been given a copy of the "Job Placement/Federal Work Study Guidelines" packet.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

**Confidentiality Statement**

I, \_\_\_\_\_ (please print), realize that as a Federal Work-Study student, I shall not disclose any confidential information or use such information for my own personal benefit as stated in the Georgia Military College Ethics Policy. I realize that if I am suspected of or guilty of breaking that Confidentiality Code, I will be discharged of my duties as a Federal Work-Study participant and could face other repercussions.

My signature is evidence that I have read the above statement in its entirety and understand totally its content.

Employee (student) Signature: \_\_\_\_\_ Date \_\_\_\_\_

Authorized (supervisor) Signature: \_\_\_\_\_ Date \_\_\_\_\_

***Return this form to the Financial Aid Office***

<b>FA OFFICE USE ONLY</b>		
Approved: _____	Waiting list: _____	Denied: _____
Allocation available:		<b>Revised 2-2015</b>