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INTRODUCTION

Metropolitan College of New York offers part-time student employment through the Federal Work Study (FWSP) program. The main objective of this student employment program is financial assistance, but on-the-job experience is also important. Ideally, students work in jobs related to their interests, talents, and vocations and leave school with valuable work experience. Student employment also benefits the college and general student body by providing services widely used by the entire campus community. In addition to on-campus positions, FWS placements extend to off-campus, community service positions within the local community.

FWS positions are considered regular jobs with normal duties and responsibilities, but differ in several ways from non-FWS positions. Specifically, FWS positions should allow students flexibility in scheduling work hours, and FWS employment must be awarded by the Office of Financial Aid in accordance with federal Title IV regulations. Student eligibility for this need-based aid program may change based on adjustments to each student's need calculations, other sources of aid, satisfactory academic progress attainment, and enrollment status changes. Therefore, FWS positions are considered temporary positions and individual student placement in particular positions is not guaranteed. Both students and campus employers should periodically check the student's aid status and available funding levels.

THINGS TO KEEP IN MIND

The FWSP can benefit eligible students in several ways:

- Pay for education and personal expenses
- Improve time management skills
- Help build a student's resume and professional experience
- Offer a reference for future employment

The Federal Work-Study Award is NOT:

- Deducted from the student's tuition bill.
- A guaranteed payment. The student is only paid for those hours actually worked.

Federal Work-Study students will be removed from payroll and the program for the following reasons:

- The student has graduated.
- The student has dropped to less than half-time.
- The student is not currently attending MCNY.
- The student has earned the entire maximum awarded amount.
- The student has been academically dismissed.
- The student is not meeting satisfactory academic progress (SAP).
- The student is in default.

Federal work study students may also lose their positions through unsatisfactory performance as described later in this handbook.

PROGRAM ELIGIBILITY

In order to be eligible to participate in the Federal Work-Study program, on or off campus students must:

- File the Free Application for the Federal Student Aid (FAFSA) each year the student wishes to be considered an aid applicant. Please make sure you have marked that you are interested in Federal Work Study on your FAFSA this will indicate to the office your interest. The FAFSA should be filed as soon as possible

after January 1st of the year, but not later than March 15th even if this means providing estimated income information.

- Demonstrate a financial need. Financial need for the purposes of determining eligible applicants is defined as the College's institutional budget minus the student's "expected family contribution" as calculated by a formula called the Federal Methodology of Need Analysis, using income and asset information provided by the applicant on the FAFSA.
- Be enrolled as a matriculated student either in the undergraduate or graduate program.
- Be a U.S citizen or eligible non-citizen.
- Be enrolled at least half- time (6 credits per semester).
- Be in compliance with the College's Satisfactory Academic Progress Policy (SAP).

HIRING PROCESS

Students interested in obtaining part-time employment should be directed to the Jobs Listings Book located in the Financial Aid Office. Contact information for the jobs supervisor is provided in the book. Students are to send cover letters and resumes directly to the hiring supervisors or hand deliver resumes to the departments if they are interested in the positions available. FWS students are hired for a specific position in a specific office. A FWS student cannot be transferred to a different department without the knowledge of the Federal Work Study Coordinator. The student must be terminated from one position and must re-apply for another position and go through the entire hiring process as any other student. Students are not allowed to hold more than one FWS position.

Hiring supervisor must submit a Job Description Form to the Financial Aid Office. Once received the job will be posted in the Jobs Listing Book ready for students to view and apply. Hiring supervisors must confirm that the student is FWS eligible by asking the student to print out their current award letter from Self Service or they can email FA@mcny.edu to confirm eligibility.

Once the supervisor has selected a candidate, he/she must set up a time with the student to complete all necessary paperwork. It is critical that all documents be completed correctly to avoid delays in processing. All documents will be sent to the Financial Aid Office located on the 6th floor of the MCNY campus. The coordinator will check the file for completeness and it will be sent for processing.

Once these steps are completed, the Federal Work Study Coordinator will send an email to the student and supervisor letting them know the paperwork has been processed and the student can begin working. Any hours worked prior to the email will not be compensated by FWS funds. Any earning over the FWS Award will be charged 100% to the department(s) employing the FWS student(s). All required documents for all on-campus positions are available by emailing FA@mcny.edu . Please include in the subject line which forms or hiring packet.

The Federal Work Study Coordinator will serve as the campus liaison for all off-campus positions. The FWS Coordinator will be responsible for submitting all HR paperwork and obtaining Off-Campus Agreements. In addition, the FWS Coordinator will set up a visit to all off-campus organizations once per semester to verify working conditions and complete an Off-Campus FWS Visit Report.

ON- CAMPUS POSITIONS

On-campus positions are located in administrative offices, academic departments, admissions and library. On-campus jobs offer the advantage of convenience and flexibility of schedule. Students interested in obtaining part-time employment should be directed to the Job Listings Book located in the Financial Aid Office. Contact

information for the supervisor is provided in the Job Listings Book. Students are to send a cover letter and resume directly to the hiring supervisor or hand deliver a resume to the department where they are interested in working. Once a position is obtained, the student must submit all required paperwork within **5 days of the award notification**. The Financial Aid Office processes all of the payroll information and manages Federal Work-Study policies and procedures.

OFF-CAMPUS POSITIONS

Students may apply for an off-campus Federal Work-Study position through the New York City Public Service Corps by submitting a resume and cover letter to the Federal Work Study Coordinator or by emailing cover letter and resume to FA@mcny.edu . If the student qualifies they will be chosen for an on campus interview for the off campus position. Off-Campus positions are jobs with federal, state, or local public agencies or private and other nonprofit organizations in the public interest. Community services are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

The FWS Coordinator will seek out qualified Community FWS opportunities to meet Federal requirements. Students interested in working with a specific organization which currently does not participate in the FWS program at MCNY must contact the FWS Coordinator for required paperwork. Students should be advised that entering into a contract with a new organization requires additional time. This process can take up to several months to complete. We strongly advise students to contact the FWS Coordinator well in advance so we can accommodate both the student and the organization.

Required Documents for all Off-Campus Positions are available at the Financial Aid Office.

- Job description for each FWS opportunity. At a minimum the job description must contain the following:
- Company Name and Address
- Department in which the student will work
- Position Title
- Supervisor name and signature
- Alternate supervisor name and signature
- Description of job purpose and duties
- Federal Work Study Contract
- Proof of 501 (c) (3) from Internal Revenue Service
- Obtain a signed “MCNY Federal Work Study Off Campus Employment Agreement” – when site visit is conducted

Once the FWS Coordinator has received all required documents a site visit will be scheduled with the off-campus supervisor. The position will then be posted in Jobs Listings Book. The off-campus organization will conduct interviews and hire student(s). Students will be responsible for submitting all hiring paperwork to the Financial Aid Office on the 6th floor prior to beginning work.

COMPUTER TRAINING AND ACCESS

Federal Work Study students who need access to Powerfaids and/or Powercampus will be required to complete online trainings: FERPA tutorial and Powerfaids and/or Powercampus Training. This process must be coordinated through the Financial Aid Office by the hiring supervisor. Please speak to the Financial Aid Office for further computer training software information.

STUDENTS RESPONSIBILITIES

Student employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from their assignment and from the Federal Work-Study program.

Any student who accepts a student employee position accepts the responsibility of maintaining professional standards and agrees to the following:

- Act in a professional manner
- Learn your duties and complete all assignments on time
- Maintain confidentiality of assigned department documentation. Students must read and understand the rules and policies relative to privacy and confidentiality for student records information. Students must adhere to the rules governing these privacy and confidentiality rules and policies.
- Refrain from conducting personal business on the job, e.g. course assignments or using equipment or office supplies for personal reasons
- Do not remove records from any office unless requested to do so by the appropriate supervisor.
- Submit your work hours by established deadlines each pay period. Turn in time worked to the appropriate supervisor. If the last workday of the week is prior to Friday, arrangements should be made with the supervisor to verify and sign your time sheet before the end of the week. Failure to do this may result in delayed payment until the following payroll date.
- Take your job seriously and perform your task to the best of your ability
- Notify your supervisor in advance if you will be absent from, or late to work. Frequent absences are a justifiable cause for dismissal.
- Provide supervisor with two weeks' notice before quitting your FWS job.
- Student employees are prohibited from accessing or discussing personal record information of other students, their friends or peers.
- Student employees are prohibited from working with their own records
- Do not begin working until an employment eligibility verification statement (I-9), and Employee's Withholding Allowance Certificate (W-4) have been submitted and an Authorization Form has been signed by the supervisor and returned to the Financial Aid Office.
- Discuss any work-related problems with the appropriate supervisor. If the problem cannot be resolved, then you should contact the Financial Aid Office.
- You must stop working immediately upon earning your full FWS award. FWS aid is awarded by term. Hours not worked in one term are not available to be worked in another term.

ATTENDANCE AND ATTIRE

It is the student's responsibility to report to work on time for every schedule shift. If the student cannot work because of an illness or an emergency or will be late for work, the student must notify their supervisor as early as possible, before the shift begins. A student is expected to plan academic, personal and work schedules that do not conflict. Potential conflicts should be discussed well in advance with the supervisor. Tardiness and failure to provide adequate prior notice of absence as determined by the supervisor are considered grounds for termination by the employer. Requirements for professional attire are determined at the discretion of the department supervisor.

BREAKS

Federal Work Study students can work a maximum of 20 hours a week when classes are in session. During break weeks and summer, students can work up to 29 hours a week as approved by the Federal Work-Study Coordinator. A student should never be permitted to work during class time or over 8 hours a day.

FWS students **MUST** take a 30 minute or one hour unpaid break if they work 6 continuous hours starting before 11 am and continuing after 2 pm. This break must be taken away from the student's work area. The 30 minute or 1 hour break must be documented on the timesheet.

A student's weekly work schedule should take into consideration the individual student's total monetary eligibility, the student's needs for study-time, and the needs of the individual department. The objective of setting a planned work schedule is to spread earnings over the full award period. Students who do not spread earnings over the full award period may find themselves short of funds as the term ends. Departments will be held responsible for hours worked in excess of the student's allowable hours and/or funds.

A Record of Money Earned form is included at the end of this Guide and should be used to help you track your student employee's hours and earnings.

WAGE POLICY

FWSP students are paid on the bi-weekly payroll run through the ADP payroll system.

Work-study students are paid on an hourly basis. Student must record time using quarterly, half, and whole hour increments only when they report to or leave their work assignment. Student and assigned supervisor must sign the timesheets. Any timesheet submitted without signatures from the student and supervisor will be returned to the department or supervisor. On every other Thursday of each pay period, timesheets must be submitted to the Financial Aid Office. Any timesheets submitted after the scheduled due date will be processed on the next payroll period.

Students are not paid for lunch time, sick time, and other time off, or for receiving instruction in the classroom.

The rate of pay is \$9.70 for all students who are eligible and participate in the FWSP.

The rate of pay will be at \$9.70 after December 31st 2016.

The rate of pay will be at \$10.40 after December 31st 2017.

ADP iPAY SYSTEM

MCNY is pleased to announce that iPay is now available. iPay Statements enables you to review your current and historical payroll information 24/7 from virtually anywhere via the web.

ADP's iPay Statements lets you:

- View, save and print images of your paychecks, W-2s, 1099Rs and 1099Ms.
- View your pay stubs up to 12 hours prior to pay date.
- Access your payroll history for loans, mortgages or other financial needs.
- Change marital status and exemptions on your Federal W-4, and submit it to HR.
- Perform "What if" scenarios with the Paycheck Modeling feature.
- Receive e-mail notification whenever new documents are ready for viewing.

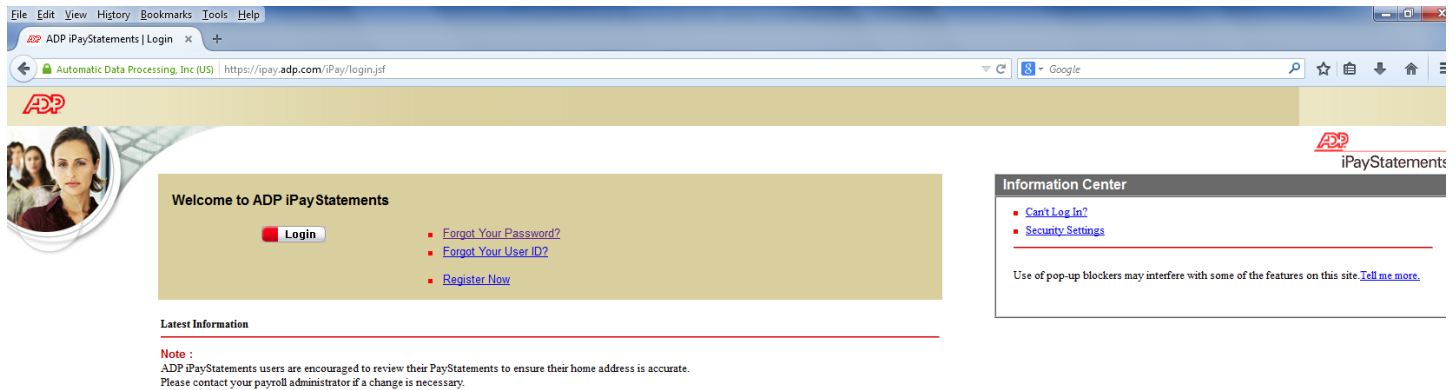
Important: You must have your most recent Earnings Advice/Pay Stub (3/30/07 or later) in order to Register. You will only need the Earning Statement/Pay Stub information the first time you register (after that you will only need your user id and password). The web site will indicate which information is needed and where to find it on the Earnings Advice/Pay Stub.

All you have to do is follow the link below and ADP will show you how to enroll and use the service.

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com/>
2. Click on "Register Now".

3. Enter the **Self Service Registration Pass Code** which is: **MCNY-1234**
4. Select **iPayStatements** as the self-service Product.
5. From your most recent pay statement, enter the following information:
 - **CO** = Company Code = **2JD**
 - File Number (Field length 6) = **097494 (include any leading zero's)**
 - Check/Voucher or Advice Number(Field length 10) = **0000090114(include any leading zeros)**
 - Social Security number
 - Pay Date or Advice Date = example **2/27/09**



You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. For example Jsmith@mcny. (Most login errors occur at this point because the user id is the same alias we use at MCNY for our e-mail and when an employee enters Jsmith@mcny.edu it causes the error). The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>.

EMPLOYMENT POLICIES

Equal Opportunity Policy

Metropolitan College of New York is committed to the principle of equal opportunity in education and employment. The College does not discriminate against individuals on the basis of race, color, creed, sex, sexual orientation, religion, disability, age, veteran status, ancestry, marital status, genetic predisposition or carrier status or national or ethnic origin in the administration of its educational policies, admissions, employment policies, scholarship and loan programs, and other College administered programs and activities. Inquiries concerning the College's policies, compliance with applicable laws, statutes, and regulations and complaints may be directed to the Director of Human Resources. Inquiries about the laws and about compliance may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Sexual Harassment Policy

It is illegal under federal, state and local laws for an employer to discriminate or harass any employee on the basis of sex. Metropolitan College of New York prohibits sexual harassment of any member of the College community, whether such harassment is aimed at students, faculty, or other employees, and violators will be subject to disciplinary action.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact (including but not limited to patting, pinching or brushing against another's body); requests for sexual favors (including but not limited to propositions, innuendo, "jokes" or suggestive comments, whether transmitted orally, in writing, or electronically); visual display or circulation of sexual images (including through e-mail); sexually suggestive conduct, or offensive remarks of a sexual nature. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or working environment.

Procedures for Reporting a Complaint of Harassment and/or Discrimination

The College is committed to preventing sexual harassment and associated retaliatory behavior. All Metropolitan College of New York supervisors have a responsibility to act to stop harassment in the areas under their supervision. The College strongly urges the reporting of all incidents of sexual harassment and/or discrimination regardless of the offender's identity or position.

Individuals who believe they are being subjected to harassing or discriminatory conduct should promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Individuals should then report the complaint, in writing, to the Director of Human Resources as soon as possible after the harassment has occurred.

Individuals who have experienced conduct they believe is contrary to these policies have an obligation to take advantage of the College's complaint procedure. Failure to fulfill this obligation may affect an individual's rights in pursuing legal action.

Early reporting and intervention have proved to be the most effective method of resolving actual or perceived incidents of harassment and/or discrimination. Therefore, the College strongly urges the prompt reporting of complaints or concerns so that rapid action may be taken.

Investigation

The College will conduct a thorough and impartial investigation once a complaint of harassment or discrimination is made. Notice of the complaint shall be given to the subjects of the complaint at the appropriate time. The subject(s) of the complaint shall be afforded an opportunity to present his/her/their version of the events and any information they wish to offer in their defense. Both the complainant and the accused will be given written notice of the results of the investigation. All employees and students are

required to fully cooperate in the investigation of harassment and discrimination complaints.

All complaints will be taken seriously and will be promptly and thoroughly investigated. Complaints will be treated as confidential matters and only those persons necessary for the investigation will be involved in the process.

Corrective Action

If it is concluded that harassment and/or discrimination did occur, the College will take immediate appropriate corrective action. Corrective action may include, by way of examples, training, referral to counseling, and/or disciplinary action, such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension with or without pay, demotion or termination.

Employees who in good faith make a complaint under this policy, or who cooperate with an investigation into possible harassment or discrimination, will be protected against adverse employment actions or retaliation for such complaint or cooperation. Follow-up interviews with the complainant will be conducted for an appropriate period of time to ensure that the harassment has not resumed and that no retaliatory action has been taken.

Policy on Other Types of Harassment and Discrimination

Just as sexual harassment is strictly prohibited, so is harassment or discrimination on the basis of race, color, sex, sexual orientation, religion, disability, age, veteran status, ancestry, national or ethnic origin, or any other category protected by law. The College will not tolerate harassment or discrimination of applicants, employees or students by anyone, including managers, supervisors, co-workers or students. Harassment consists of unwelcome conduct, whether verbal, physical or visual that is based upon a person's protected status, including those listed above. Harassing conduct includes, but is not limited to epithets, slurs, or negative circulation of written or graphic material (including through e-mail) that denigrates or shows hostility or aversion toward an individual or group. The College will not tolerate harassing conduct or discrimination that affects tangible job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Employees who observe or feel that they have been subject to such conduct should notify the College by following the procedures outlined in Section 1.2.1.

If you have any questions concerning the College's policy on harassment and discrimination, or other equal employment opportunity matters, please feel free to contact the Director of Human Resources.

The College offers a sexual harassment/employment discrimination web-based training program. All new employees are required to take the training upon employment with the College. Annual refresher training for employees is mandatory.

Policy Regarding Persons with Disabilities

The College is committed to complying with all applicable provisions of the Americans with Disabilities Act ("the ADA") and the New York State Human Rights Law ("the NYSHRL"). It is the College's policy not to discriminate against any qualified individual with regard to any terms and conditions of employment because of such individual's disability, perceived disability, or history of disability so long as the individual can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the College will provide a reasonable accommodation to a qualified individual with a disability who has made the College aware of his or her disability, provided such accommodation does not constitute an undue hardship on the College. Employees with a disability who believe that they need a reasonable accommodation to perform the essential functions of their job should contact the Director of Human

Resources. Similarly, the College will make reasonable accommodations as required by law to applicants for employment.

Procedure for Requesting an Accommodation

Upon receipt of an accommodation request, the Director of Human Resources and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation(s) that the College might make to help overcome those limitations.

The College will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, and the accommodation's impact on the operation of the College, including its impact on the ability of other employees to perform their duties and in the College's overall operations. The ADA does not require the College to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items, such as eyeglasses, hearing aids, wheel chairs, etc.

Any individual who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Director of Human Resources. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Policy Regarding a Drug Free Workplace

The unlawful use, manufacture, distribution, dispensation, sale, or possession of any illegal drug or controlled substance (without valid prescription) is prohibited. Employees and students are prohibited from reporting to the College under the influence of any illegal drug or controlled substance. Violations of this policy may be grounds for serious disciplinary action, up to and including discharge.

The use of illegal drugs in the workplace can obviously affect the work of the drug user and it can also affect those who work or study with the drug user. Problems arising from drug abuse can be successfully dealt with in a majority of cases, provided they are recognized in the early stages and referral is made to the appropriate resource. Individuals who are suffering from drug abuse are encouraged to seek assistance from their doctor who can refer them to a drug treatment or rehabilitation program or provide outpatient treatment. In instances where it is necessary, sick leave will be granted for inpatient treatment or rehabilitation on the same basis as it is for other health concerns. The College reserves the right to require individuals to undergo a medical evaluation under appropriate circumstances.

The federal government requires that each employee directly engaged in the performance of work under a federal grant or contract must (a) be provided with a copy of a statement describing the employer's policy; and (b) be notified that, as a condition of employment on that grant or contract, the employee will abide by the terms of the policy and will notify the employer if he or she is convicted of any criminal drug statute violation in the workplace, no later than five days after such a conviction. All individuals subject to the federal requirements should report any conviction to the Director of Human Resources. The College, in turn, is required to notify the awarding federal agencies of any convictions. Supervisors, in consultation with the Human Resources Department, will have the responsibility for any disciplinary action.

Policy Regarding the Use of Alcohol

No alcoholic beverages may be served or consumed in any work area of the College at any time, except for the moderate consumption of alcoholic beverages at authorized events. The College reserves the right to limit or restrict an individual's consumption on such occasions. An employee reporting to work under the influence of alcohol will not be permitted to enter or remain on the premises. If an employee is found to be under the influence of alcohol while on the job, he or she will be required to leave the premises and may be subject to disciplinary action. Individuals who are suffering from alcohol abuse are encouraged to seek assistance from their doctor who can refer them to an alcohol treatment or rehabilitation program or provide outpatient treatment. In instances where it is necessary, sick leave will be granted for inpatient treatment or rehabilitation on the same basis as it is for other health concerns.

Policy on Smoking

In accordance with the New York City Smoke-Free Air and New York State Clean Indoor Air Acts smoking is prohibited in all areas of the College, including common area spaces and private offices. Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco. This prohibition applies to all common area spaces at the College, which include but are not limited to: hallways, stairwells, restrooms, classrooms, lounge areas, meeting and conference rooms, storage rooms, machine rooms, utility rooms, elevators and landing areas, and lobbies.

Policy on Employee Computer Use

Metropolitan College of New York provides many employees with computers, Internet service and email accounts. These resources are provided for job related activities and communication. Personal use of computers and Internet service must be confined to an employee's personal time, must not represent more than occasional use, and must not conflict with any work-related activity or job performance. All College computers, Internet service and email accounts are to be used in a responsible, professional, ethical and legal manner.

The following are prohibited personal uses:

- Viewing or downloading sexually explicit or obscene materials from the Internet.
- Downloading music or other files from the Internet for personal use.
- Online gambling or betting.
- Using email to make threats, or for harassment, of students, faculty or employees of the College, or any person not employed by the College, or to the College, or any organization outside of the College.
- Any use that violates local, federal, or state laws and regulations.
- Unauthorized release or transmission of confidential or proprietary MCNY information.
- Using email to solicit College employees for commercial or other non-College related purposes.

Violations of these guidelines shall be reviewed on a case-by-case basis and may result in loss of email, computer or Internet privileges, or referral to the appropriate authorities. Repeated, inappropriate, egregious, or malicious abuse of these guidelines may be cause for immediate termination.

All College computers are the property of MCNY. All material sent or received by email on the College's account, or stored on the hard drive of a College-owned computer are the property of the College and may therefore be reviewed, monitored, intercepted, disclosed or deleted by the College at any time without notice. Employees should not expect any privacy regarding their use of the College computing resources, including their computer files, Internet use, or email accounts.

MCNY Code of Ethics

MCNY seeks to establish and maintain the highest professional standards throughout the College. Employees are expected to ensure that high standards of ethical practice are applied to their professional conduct, custody and use of MCNY resources. In accordance with these principles, all employees must:

- Comply with all applicable laws and regulations. All business conduct should be well above the minimum standards required by law. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor or seek the advice of College counsel;
- Act with honesty and integrity, and in the best interest of the College, avoiding actual or apparent conflicts of interest in personal and professional relationships. Staff should avoid investing in or acquiring a financial interest in any business organization that has a contractual relationship with the College or provides goods or services to the College, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the College. Any potential conflicts of interest should be promptly disclosed to the relevant supervisor and discussed with College counsel. Employees are further prohibited from accepting entertainment, gifts, or personal favors that could, in any way, influence or appear to influence business decisions in favor of any person or organization with whom or with which the College has, or is likely to have, business dealings. Employees may not receive payment, commission, or compensation of any kind with regard to the College's business activities, except as authorized under the College's remuneration policies;
- Achieve responsible use of and control over all assets and resources employed or entrusted to them. Employees who have access to College funds in any form must follow prescribed procedures for recording, handling and protecting those funds. When an employee's position requires spending College funds or incurring any reimbursable personal expenses, that employee must use good judgment on the College's behalf to ensure that good value is received for every expenditure. College funds and all other assets are to be used for College purposes only and not for personal benefit;
- Maintain accurate and reliable records to meet the College's legal and financial obligations and manage the College's affairs. The College's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and record keeping must fully disclose and record all assets and liabilities, and must exercise diligence in enforcing these requirements. Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to false expense, attendance, production, financial, or similar reports and statements;
- Separate personal roles from professional role at the College when communicating on matters not involving College business. Employees must not use College identification, stationary, supplies and equipment for personal matters;
- Respect the confidentiality of information acquired in the course of one's work. Confidential information acquired in the course of one's work must not be used for personal advantage; and
- Proactively promote ethical behavior as a responsible partner among peers in the work environment.

Any breach of this policy will result in sanctions up to and including termination and prosecution to the fullest extent of the law.

If you have reason to believe that these principles have been violated, you should immediately report this information to College Counsel. If you would like to report information while remaining anonymous, you may make your report in writing and deliver it to College Counsel's box in the mail room. Reports will be thoroughly investigated and appropriate action taken against violators. Employees who in good faith report violations or suspected violation of this policy, or who cooperate with an investigation into possible violations of this policy, will be protected against adverse employment actions or retaliation for such reports or cooperation.

Grievance Procedure

A student and supervisor are encouraged to discuss any work-related problems.

Experience has shown that most minor disagreements can be resolved by honest, non-confrontational discussion of the problem. An attempt should be made to informally resolve the disagreement between the student and the immediate supervisor. If the problem cannot be resolved within the department, the student should make an appointment with the Federal Work-Study Coordinator to discuss the problem.

Family Education Rights Privacy Acts (FERPA)

Confidentiality of Student Educational Records

MCNY complies fully with the Family Educational Rights and Privacy Act of 1974, as amended. This law provides that the institution will maintain the confidentiality of student educational records. Personally identifiable information from a student's education record will not be disclosed without consent of the student, except to other school officials within MCNY whom MCNY has determined to have a legitimate educational interest, and to others to the extent the Family Educational Rights and Privacy Act authorizes disclosure without consent. A school official is a person employed by MCNY in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MCNY has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory Information

"Directory Information" refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. MCNY designates the following categories of student information as public or "Directory Information." MCNY may disclose such information at its discretion, without the written consent of the student.

- Name
- Address
- Telephone Numbers
- Email Address
- Photograph
- Date of Birth
- Enrollment Status (including full or part time)
- Major Field of Study
- Grade Level or Purpose
- Dates of Attendance
- Degrees Received
- Honors and Awards Received
- Most Recent Education Institution Attended
- Student ID Number

A currently enrolled student may request that his or her directory information not be released by filing an [opt-out form](#) with the Office of the Registrar. Students should be aware that opting out does not prevent the release of information to school officials as described above, nor does it prevent a school official from identifying a student by name or from disclosing a student's institutional email address in class.

Right to Inspect Records

The College respects the rights of students to inspect and review their educational records, with the exception of financial information submitted by parents and confidential letters and recommendations associated with admissions, employment, or job placement.

Students who believe their educational records contain inaccurate or misleading information should contact the Office of the Registrar regarding the policy for correction of inaccurate data as mandated by this law and implemented by MCNY. Students should complete a Review of Records Form available at the Office of the Registrar. MCNY will honor the request to review records within a 30-day period from receipt of the request.

Complaints

Each student has the right to file a complaint with the Family Policy and Compliance Office (address below) of the Department of Education if the College has failed to comply with the requirements of the law.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Every employee must complete this certification

http://www.mcny.edu/student_serv/ferpa.php

TERMINATION:

If a student is unreliable or does not perform the assigned duties responsibly, it may be necessary to terminate the student's employment. If the student's performance is unsatisfactory, the supervisor should consider terminating the student's employment.

If you are experiencing problems with the performance of a FWS employee, please consult with the Financial Aid Office.

A Termination Form must be submitted to the Financial Aid Office, listing performance or non-performance basis for termination.

1. Student graduated
2. Position is no longer needed
3. Student left with or without notice
4. Performance problems

REHIRE AFTER TERMINATION

In most cases a student who is involuntarily terminated for performance issues will not be eligible to be re-hired by the College. In some cases, upon approval by the Office of Financial Aid, a student who has been terminated by one department may be eligible to seek a position in another department.

RESPONSIBILITIES OF THE SUPERVISOR

The role of the supervisor is vital to the success of any work-learning program and, in order to be effective, the Supervisor must perform a wide range of activities. All supervisors are responsible for the development of the work environment, including training, motivating, communicating with, guiding, evaluating, and relating to the students you employ. A supervisor's primary responsibility is to provide student employees with adequate guidance, training, and support.

The supervisor should be the person who has the most direct, daily contact with the student employee. Supervisors should only assign tasks that relate to operating academic programs, maintaining facilities, or supporting the institution in general. All student employee supervisors have the following specific duties:

- To work with your student employees to establish regular work schedules.
- To provide student employees with clear instructions regarding departmental and institutional policies.
- To give students' academic progress priority by allowing flexibility in scheduling during exam times. However, require your students to provide adequate notice about planned absences or schedule changes. Your FWS employees are students first and employees second.
- To always provide supervision to the FWS student and to provide adequate training and oversight of each student employee.
- To verify the accuracy of your student employees' hours worked before approving them. The timesheet approver confirms that the hours worked are accurate. Hours worked become official records open to audit by the federal government, and supervisors are accountable for the accuracy of the records.
- To make sure that students take lunch breaks as required.
- To make sure that FWS students do not work during scheduled class hours, or over the allowable number of hours.
- To make sure that your student employees do not earn more than the total annual award.
- To ensure that students do not begin work until they receive the Acknowledgement packet of hiring paperwork stating the start date.

QUESTIONS

If you have any questions regarding the contents of this handbook, please call Student Financial Service at 212-343-1234 x5004 or e-mail FA@mncyc.edu: subject line: **FWSP**

MOCK HOUR LOG:

Student Name: **John Smith** ID#**000124356**

FWS Award Allocation **\$7500** For Term: **July 1, 2017 TO June 30, 2018**

Week Period # Hours Gross Award

End Worked Earnings Balance

1 Week Period **07/03/17-07/14/2017** Hours **:(40 Hours x \$9.70=\$388)** YTD:**\$7,112**

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____