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UNIVERSITY

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2011-2012 Federal Work-Study Student Employment Off Campus Not for Profit Student Agreement

**REGULATIONS AND PROCEDURES FOR THE ADMINISTRATION OF
THE NATIONAL LOUIS UNIVERSITY FEDERAL WORK-STUDY
COMMUNITY SERVICE PROGRAM
(Attachment A- Student form)**

ELIGIBILITY AND PLACEMENT

NLU determines the eligible students and recommends them to the Off Campus Agency. The Agency places the students in positions for which they are best qualified and which best meet the needs of the Organization.

HIRING A STUDENT EMPLOYEE

When a student contacts a Off Campus Agency for an interview and placement consideration they will verify your eligibility by asking for a copy of your award letter and a copy of their course schedule or an email confirmation from the Student Employment Coordinator verifying your eligibility.

TRAINING AND SUPERVISION

The Off Campus Agency is primarily responsible for on-the-job training and the supervision of student employees.

DEVELOPING WORK SCHEDULES

All students should be given the opportunity to work their employment awards in the Off-Campus Agency or department/office to which they are assigned. The student, together with the supervisor, should plan a work schedule that is compatible with his/her class schedule. Any request for time off, such as a week-end or a particular shift, must be approved *in advance* by the supervisor.

TIME WORKED

During the academic year work period, students will work the weekly hours for which they have been approved by NLU. The maximum number of hours a student can work each week is 20 hours while class is in session & 40 hours when NLU is on break, provided there is remaining funding available. Accurate record keeping of hours worked, must be inputted on the timesheet each day worked. Students can only work when there is work available. Each day a student works 6 hours or more in a day, they must take a 30 minute unpaid break and include the break time on the timesheet. If the Off-Campus Agency does not have work available, the student cannot work their scheduled time. If necessary, the student will need to be

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given a different placement when no work is available. Please contact NLU FWS Student Employment Program Coordinator via email at FWS@nl.edu or phone at 847-947-5350 for assistance.

NOTE: If a student falsifies a timesheet the Office of Student Finance is obligated to report this incident of fraud to the Department of Education's Office of the Inspector General. A federal investigation may result. Falsification of a timesheet will result in immediate dismissal from the Federal Work-Study Program. The student will not be eligible to work on or off campus the remainder of their time at NLU. It is a federal offense to falsify hours & signatures and can be fined up to \$10,000 & punishable by law.

PAYROLL PROCEDURE

It is the responsibility of the student and the off campus agency to keep an accurate record of hours worked and to submit a completed timesheet for each pay period. The student submits the timesheet to the supervisor who will approve it, prior to faxing it to NLU Payroll Office at 847-947-5854. Timesheets **MUST** be submitted before 12:00 p.m. (noon) every Monday or when they are due. The NLU Payroll Office pays the student.

RECORDS, REPORTS, TAXES AND WORKMEN'S COMPENSATION

NLU is the employer and is responsible for the collection and the keeping of official records. NLU issues checks and is responsible for the withholding of income tax. NLU will also provide insurance coverage required by workmen's compensation laws. For more information regarding workman's compensation contact Holly Battaglia in the Office of Human Resources via email at hbattaglia@nl.edu or via phone at 847-947-5519.

EVALUATION OF STUDENT WORK

At the end of the academic year, the Off-Campus Agency will submit a year-end evaluation that will include recommendations and suggested changes for the FWS Student Employment Community Service Program. Any problems that arise concerning the student's work should be handled first by the supervisor, then the Off-Campus Agency representative, then by the NLU Program Coordinator. At any time during the year that a student is not fulfilling his/her responsibility, the student's job could be withdrawn by mutual consent of the parties of this contract; the student may also request that he/she be transferred.

PRINT NAME

NLU ID #

SIGNATURE

DATE