



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Revised 12/15/2011

## **Memorandum : STUDENT WORKER GUIDELINES, GENERAL TERMS, STATEMENT OF DEBT, and CRITICAL POLICIES FORM**

**To:** All **Federal Work Study/Texas Work Study employees, Student Hourly employees**, their Supervisors, and Department Heads  
**From:** Student Employment Office (SEO)

### **Guidelines for the Acceptance & Usage of Work Study Funds and Statement of Debt**

Work-study awards are an estimate of the funds you are eligible to receive. The amount of funds you actually earn will be based upon the rate of pay and the number of hours worked. The work-study check should be used to pay fee installments on or before the deadlines set by the Fiscal Affairs Office. If the entire installment is not paid, the Fiscal Affairs Office may assess a late fee. No pending work study funds shall be used toward future earnings to pay the balance of any installments. **Prairie View A&M University will garnish work study checks to pay any cost of attendance a student may owe.**

At the time of hire, all students must provide their supervisor and the SEO with a copy of their work study award letter, which must be accessed through the Panther Tracks system. All work study awards are granted through the Office of Student Financial Aid and are subject to be **cancelled, reduced, or increased at the discretion of the Office of Student Financial Aid** per the work study regulations mandated by the Department of Education and the Texas Higher Education Coordinating Board. To avoid any **departmental chargeback's** that may result due to a change in award amount made by the Office of Student Financial Aid, all students must re-print out a copy of their award letter at the beginning of each bi-weekly pay period. An updated award letter must be collected by the student's hiring supervisor each pay period to ensure that work study funds are available to cover all prospective earnings within that pay period. All bi-weekly award letter printouts must be retained in the student's internal employment file. **If a student has found that a change has been made to his/her original award amount, the student must notify their hiring supervisor and the SEO immediately.**

### **Employment Conditions for all Federal & Texas Work Study Students**

All students receiving work study awards from the Office of Student Financial Aid may work no more than twenty (20) hours in one week and may continue their employment under a work study title code until the student's total work study award has been exhausted. Once the student has earned his/her total work study award, the student must immediately stop working and is no longer eligible for employment through the work study program. In addition, the hiring supervisor must ensure that an Employee Wage Request (EWR) has been created to terminate the student's employment from the work study account effective as of the day that the student will have exhausted his/her total work study award allocation. **General Terms for the Monitoring of Work Study Awards**

It is the responsibility of both the student and employer to monitor all earnings made through the work study program in order to prevent the student from exceeding his/her award allocation. **The Time Traq system does not prevent students from entering time once the students' entire award amount has been earned;** therefore it is imperative that all work study students and their supervisors use the Work Study Balance Sheet, provided on the SEO website, each pay period to monitor the student's award allocation. Failure to closely monitor the student's work study award amount, may lead to costly chargeback's made directly to the hiring department.

### **Departmental Chargeback's**

**All hiring departments will be held responsible for paying 100% of all funds that their work study students earn in excess of their award amounts.** If for any reason, a work study student's hiring department approves time through the Time Traq system which results in a payment being made to the student in excess of his/her total work award amount, the SEO will notify the student's hiring supervisor and the department head in writing detailing the amount of the total payment that must be reverted back to the work study account. The department will have a total of five (5) business days to ensure that an EWR is routing for the purpose of retroactively transferring the student to the Student Hourly title code effective as of the date that student exhausted his/her work study award.

### **Unearned Work Study Funds**

Any funds not earned will automatically revert back to the federal or state work-study account.



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## **HIV/Aids in the Workplace Learning Environment Policy (34.04.03)**

This regulation establishes workplace guidelines for The Texas A&M University System (system) concerning individuals with HIV/AIDS as required by Texas Health and Safety Code, Chapter 85.

2.1 Employers, employees and students will not engage in discrimination against individuals with HIV/AIDS. Employees and students with HIV/AIDS are entitled to the same rights and opportunities as individuals with other communicable diseases and/or other disabilities.

3.2 System members must make available to students, on request one or more educational pamphlets on HIV infection developed by the DSHS or similar educational materials and must include in the student handbook a statement that pamphlets are available from the system member.

6.6 Employees who want assistance in dealing with their own or a coworker's HIV infection may contact the member employee assistance program, if available, for counseling and referral to community services. In addition, member human resources offices can counsel employees on benefit coverage and leave availability. Employees and students may also be referred to the Texas HIV/STD InfoLine for more information on HIV/AIDS and services such as testing and treatment providers.

7.1 Based on the Federal Privacy Act, the Americans with Disabilities Act, as amended, the Texas Commission on Human Rights Act and the Texas Communicable Disease Prevention and Control Act, any medical documentation or information provided by an HIV-infected employee or student to medical or management personnel must be considered confidential and private information. As such, employers are forbidden by law to disclose this information without the employee's knowledge and written consent, except as provided by law.

## **Alcohol and Drug Abuse and Rehabilitation (34.02.01)**

The provisions of this regulation are based on requirements of federal and state law. Administrators should exercise caution in all matters relating to this regulation, **ensuring that procedures are carefully followed and that substantial evidence from reliable sources supports a decision to counsel or test a student or an employee for drug use.** The System Office of General Counsel (OGC) must be informed by the appropriate administrator of possible violations of this regulation and advice of an OGC attorney must be secured before testing anyone due to reasonable suspicion of drug or alcohol use or abuse. Advice of the OGC is not needed for required testing as described in Section 6, and the general counsel may waive the requirement to seek OGC's advice for reasonable suspicion testing when a System component shows documented evidence of training for administrators and supervisors in alcohol and drug awareness.

**I have received, read, understand and will comply with SEO procedures regarding work study guidelines, general terms, conditions, statement of debt, HIV/Aids Policy (34.04.03), and the Alcohol, Drug Abuse and Rehabilitation (34.02.01), I understand that my participation in working on-campus is subject to the terms stated above.**

Student Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept/Budget Head Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_