

Work Study Program

Supervisor Manual

2019-2020

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SECTION 1
THE UNIVERSITY OF THE ARTS

INTRODUCTION

This manual was prepared to answer your questions about the University’s Work-Study Program and to serve as a reference tool during the academic year. This handbook is only a guide. It cannot, and does not, contain complete information covering all possible situations that may arise. These policies are subject to revision by the University without prior notice to the student employee or supervisor. Nothing in these policies is intended to create a contract of employment or a promise of employment for any period of time. Employment with the University is at-will and, as such, may be terminated at-will by either the student employee or the University at any time for any lawful reason. No oral or written communication or representation by anyone at the University other than the Director of Human Resources and/or the Provost will establish an employment contract, express or implied.

Students are paid at least minimum wage and hours may be arranged to accommodate the class schedule. The 2019-20 FWS award can be used between July 1, 2019, and June 30, 2020. Jobs are usually available throughout the University in academic departments, offices, and libraries. Positions require various levels of skill and experience. For students who are interested in working in the larger community, there are several off-campus work study positions available. These jobs are located at sites such as community and arts organizations, theaters, and museums as facilitated through the University of the Arts.

The wage scale within the skill level is determined by the student’s prior employment record within the employing department. Wage advancement is *not* transferable from one department to another. The student’s individual skill level and hourly wage is determined by the departmental supervisor within the stated guidelines, and is subject to final approval by the Student Employment Coordinator and the Director of Student Financial Services. Skill level and wage guidelines have been regulated by Student Financial Services in conjunction with the Federal Work Study program.

This handbook was updated in April of 2019. The University of the Arts reserves the right to revise any information herein at its discretion and without prior notice.

NON-DISCRIMINATION POLICY

The University of the Arts is committed to maintaining an environment in which students, faculty, and staff may pursue academic, artistic, and professional excellence. This environment can be secured only through mutual respect and unconstrained academic and professional interchange among faculty, staff, and students. Under the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, other state and federal laws, and University of the Arts policy, the faculty, staff, and students of the University are entitled to participate in and obtain the benefits of University programs, activities, and employment without being without regard to race, color, age, gender, gender identity/expression, religion, national origin, sexual orientation, ethnic background, or disability.

The University also strictly prohibits any form of retaliation or reprisal against anyone reporting allegations of harassment or discrimination, or cooperating in an investigation of such a report. Such retaliation shall be considered a serious violation of the University’s nondiscrimination policy and shall be punishable by discipline up to and including termination, regardless of whether the charge of discrimination is substantiated. However, if an employee, student, or faculty member is found to have

intentionally lied about a claim of discrimination, or brought a claim in bad faith, knowing that the allegation of discrimination is false, then that employee, student, or faculty member may be subject to discipline or expulsion.

Examples of prohibited retaliation include: threatening reprisals against the person who complained or cooperated in an investigation; unfairly changing a person's evaluations, assignments, grades, or working conditions; or otherwise continuing any harassment or discrimination against such person.

The University of the Arts gives equal consideration to all applicants for admission and financial aid, and conducts all educational programs, activities, and employment practices without regard to race, color, age, gender, gender identity/expression, religion, national origin, sexual orientation, ethnic background, or disability. Faculty staff should direct inquiries regarding this policy and its application to the Associate Vice President for Human Resources at (215) 717-6365. Students and applicants should direct inquiries to Student Financial Services, at (215) 717-6170.

SECTION 2

WHAT IS WORK STUDY?

WHAT IS WORK STUDY?

Federal Work Study (FWS) is a federal work program funded by the Department of Education administered through Student Financial Services at the University. Eligibility for this program is need-based. Students who submit a Free Application for Federal Financial Aid (FAFSA) by the University's published deadline (February 15th) are considered for FWS on a funds available basis. Students who have been awarded FWS are paid an hourly wage for the time worked. If a student is not eligible for FWS, they may be able to work under the Non-Federal (Institutional) Work Study Program.

The FWS award is the total amount the student may earn during the fiscal year (July 1 – June 30). In order to earn these dollars students must find an eligible position and work.

Students may only be paid for those hours which they spend working for the University under the direction of their supervisor. Students are paid an hourly wage for time worked by University payroll check on a bi-weekly basis.

An FWS award is not an offer or a guarantee of a job; it is the amount a student is eligible to earn should a student secure a job. Work study awards are not applied against the student's bill, but payment for work completed is made directly to employed students by University payroll check.

As determined by the US Department of Education, students are NOT, at any time, permitted to conduct non-university related business for their supervisor.

Though priority is given to students who are federal work study eligible the University also offers student employment opportunities to some students who do not qualify for FWS.

Before a student can be hired under NFWS, the supervisor is required to verify with the Student Employment Coordinator if the student is eligible.

Students who are hired in the NFWS are also paid an hourly wage for time worked by University payroll check on a bi-weekly basis.

All other terms and conditions governing the FWS and NFWS programs are the same.

FEDERAL WORK STUDY (FWS) ELIGIBILITY

There are three factors that determine a student's eligibility for FWS.

1. The student's financial need as determined by the analysis of the information from the Free Application for Federal Student Aid (FAFSA). Federal law mandates that in order to qualify for FWS a student must demonstrate financial need.

2. The date a student's application for financial aid is received. FWS is limited and is awarded to the earliest applicants for financial need.
3. The total level of funding allocated to the University by the Department of Education

In order to maintain eligibility for FWS the student must be enrolled at least half-time (6 credits), maintain Satisfactory Academic Progress in accordance with the University regulations, and have financial clearance from Student Financial Services.

ON-CAMPUS WORK STUDY

Most offices and departments on-campus employ students and a full listing of offices and departments that employ students can be found in the Job Directory on the UArts website. The Job Directory does not guarantee the availability of these jobs. The Job Board will list jobs that are currently active and available, found through the Student Portal.

CAN STUDENTS WORK IF THEY DO NOT HAVE FWS?

Students who are not eligible for FWS can seek employment in the Non-Federal Work Study Program (NFWS), also known as Institutional Work Study. The NFWS is funded by the University and is open to all students.

*Students who are eligible for FWS must use this source of funding first.

Before a student can be hired under NFWS the supervisor is required to verify with Student Financial Services that the student is *not* eligible for FWS. All other student employment rules, terms & conditions apply to NFWS student workers.

Another job resource for students is Career Services. A visit to this office or their website may yield valuable information about short and long-term, temporary or permanent, off-campus jobs. The Career Services website maintains a listing of off-campus job opportunities.

This office can also assist all students with resume writing for on or off-campus jobs.

Career Services
Gershman Hall, 312
215-717-6075
careerservices@uarts.edu
www.uarts.edu/students/career-services

OFF-CAMPUS WORK STUDY

The University of the Arts is involved with several off-campus community service based partnerships. Off-campus job listings are available through the Job Board, found in the Student Portal (mycampus.uarts.edu). A list of off-campus community service based partnerships is available through the Job Directory found on the UArts website. If you have questions about off-campus work study, contact the Student Employment Coordinator in Student Financial Services.

INTERNATIONAL STUDENTS AND WORK STUDY

International students may work on-campus *only* under NFWS. They cannot begin work more than 30 days before classes start. They must be sure to have the proper paperwork submitted in order to work and be paid. All student employment rules, terms & conditions under NFWS apply to international student workers.

1. Required forms of identification for international student workers.

1. Passport/Visa
2. I-20 form
3. Social Security Card (temporary)

*New social security cards may take up to 3 weeks to arrive. Students that have applied for social security may bring a copy of their application receipt to begin working immediately, if all other required forms have been completed.

International students are required to present their social security card to Student Financial Services once it arrives.

International students should refer to International Student Services for a social security card application and assistance with work study forms.

International Student Services
Mara Flamm, Director of International Student Services
Gershman Hall, 412
215-717-6621
mflamm@uarts.edu

ADVANTAGES OF THE FWS

The Federal Work Study program was established to assist students in meeting their educational costs. FWS earnings can be deducted from a student's total earnings on the following year's Financial Aid Application. The means that FWS earnings, unlike wages from other jobs, will not negatively affect a student's ability to qualify for financial aid in the subsequent year.

Studies conclude that students who work on-campus have higher retention rates and describe their undergraduate experience more positively than those who do not. We believe that students derive significant benefit from the often close ties they develop with University personnel when they hold campus jobs.

On-campus employers offer very flexible hours and are usually able to accommodate the student's class schedule and other academic commitments. However, students are expected to plan their work schedules to minimize conflicts which would result in lateness or absence.

CREATING A WORK STUDY POSITION

Supervisors must consult with their department director to review the need for new work study positions and that their budget allows it.

Supervisors must submit a "Work Study Job Assessment" form to the Student Employment Coordinator for review. Upon approval, the position(s) will be posted to the UArts Job Board.

FINDING WORK STUDY STUDENTS

1. Post open positions on the Job Board. Use this Google form to submit an open position:
<https://goo.gl/forms/0XkQrobGh0u6o3Vy1>
This is the primary source for job hunting.
2. Register for the Part-Time Job Fair held at the start of the academic year, hosted by Career Services
www.uartscareers.com
3. Post signs in your department
4. Post signs around campus

HIRING PROCESS

Supervisors should establish a process whereby they interview students, however informally. This discussion should include a description of the expected duties, work hours, and requirements of the department. The Supervisor should also ask about the student's availability, and experience.

Supervisors are required to follow the same employment practices when hiring student employees as in hiring regular employees. Supervisors are not permitted to discriminate on the basis of the student's race, color, sex, religion, national or ethnic origin, or disability in hiring and supervising student employees.

REQUIRED PAPERWORK

Once a supervisor has made the decision to hire a student, the new employee must complete the required University Student Employment forms and submit them to Student Financial Services before they can begin work. The following forms can be found on the UArts website or in Student Financial Services.

1. Student Employment Authorization (SEA) form: signed by the supervisor
2. IRS W-4 form
3. Confidentiality Agreement
4. Worker's Compensation forms
5. Direct Deposit Agreement
6. New student employees are required to complete a form I-9 with the Student Employment Coordinator upon accepting employment, no later than the start date of employment.

New student employees must also provide to the Student Employment Coordinator with a photo ID and Proof of Citizenship upon accepting employment. Acceptable forms of Proof of Citizenship are:

- a. A unexpired U.S. passport or passport card
- b. A social security card
- c. A birth certificate
- d. A birth certificate abroad issued by the Department of the State
- e. A Native American tribal document
- f. A U.S. Citizen ID card (form I-179)
- g. Employment Authorization document by the Department of Homeland Security

All documents must be signed and dated and turned into Student Financial Services before the start date of employment. Students cannot begin working until all forms are turned in along with the required forms of identification and proof of citizenship. Students may not begin working if any documents or IDs are missing or incomplete.

The Immigration Reform and Control Act of 1986 require that all employees hired after November 6, 1986 show proof of United States citizenship.

1. The term "employee" refers to all student workers including those hired under the Work-Study programs. A form I-9 is therefore required from every Work-Study employee who has not previously worked at the University. This form is available in the Student Employment sections of the UArts website or in Student Financial Services.

Returning Student Employees

Students who have previously held work-study jobs at the University or are renewing their positions must turn in the following forms (for the current year) before the start date of employment:

1. Student Employment Authorization (SEA) form: signed by the supervisor
2. IRS W-4 form

BACKGROUND CHECKS

Any student that may have the possibility of working with a minor must complete background clearances under Act 153.

Act 153 Clearance includes:

1. PA criminal background check
2. Child abuse history clearance
3. FBI fingerprinting

Act 153 is administered by the University's Human Resources department. When a student is hired in any of the following positions, Human Resources will contact the student employee to schedule an appointment to complete Act 153 clearances. Criminal history and child abuse history checks takes about 3 days to receive results and FBI fingerprinting takes 2-3 weeks to receive results.

Students may begin working once they've completed their criminal history and child abuse history clearance and have been fingerprinted. Students can begin working while their FBI fingerprinting results is processing.

The following positions are required to complete the Act 153 Background Clearances

- Resident Assistants (RA)
- Orientation Leaders (OL)
- Community Advisors (CA)
- Off-Campus Work Study
- Classroom Assistants (SCA)
- Peer Mentors
- Peer Tutors*
- OSL Interns

* Peer Tutors complete a background check only, no FBI fingerprinting

SUPERVISOR RESPONSIBILITIES

- Assigning and defining the student's immediate supervisor.
- Provide adequate training/orientation for the student, making sure the student has work to do
- Ensuring satisfactory performance
 - a. Counsel the student if the work performed is unsatisfactory or inappropriate
 - b. Give the employee a reasonable length of time to improve
 - c. Address problems right away and take corrective measures
 - d. Clearly outline expectations to prevent performance problems
 - e. Contact Student Employment Coordinator when unresolvable conflicts occur.
- Keep on file any written warning or a log of altercations. The supervisor is then responsible for the student's termination
- Training the student in completing a correct time card and providing any documents or handbooks pertaining to work study or specifically to the position
- Keep track of the student's work schedule and keep a record of their earnings and FWS award so the student does not exhaust their award.
- Review each student's time card for accuracy, make sure names are legible and all hours are recorded correctly with breaks included, student's signature is included
- Ensuring the student does not exceed 17.5 hours per week and that students are taking a break every 5 hours; at least ½ hour unpaid.
- Signing off on each student's time card and discussing/resolving any discrepancies.
- Submit time cards bi-weekly by 5:00pm on Wednesday, 7 business days prior to the pay date.

- Provide FERPA training if necessary for your department
- Provide adequate and reasonable supervision throughout shift
- Maintain professionalism

Time cards that are incomplete or are submitted late will be processed with the next scheduled payroll and will result in a delayed paycheck for the following pay date.

Time cards which contain illegible or incorrect names or social security numbers will not be processed and will cause the student's paycheck to be delayed.

If termination occurs, exact reason(s) for termination should be documented in writing and given to the student and notification of termination to the Student Employment Coordinator. Students who are terminated for fraud are not permitted to work for the University of the Arts in any other position.

HOURLY WAGES

Students must be paid at least the Pennsylvania state minimum wage for each hour worked:

\$7.25 per hour as of January 1st, 2015

At UArts, all student employees are paid at least \$7.25 per hour.

On-Campus Work Study Wages		
Skill Level 1	Skill Level 2	Skill Level 3
No prior experience required. Some training required. Includes routine tasks such as filing, photocopying, running errands, stuffing envelopes, typing, assisting with set-ups, assisting with events, and completing other tasks under the direction of the supervisor.	Position requires prior experience, is a returning work-study or extensive training or additional responsibility. Student oversees other students or has charge of an area (i.e. shop/studio monitors, tutors, tour guides, managers, gallery assistants, computer lab, library monitors).	Position requires significant experience or technical expertise and extensive training and additional responsibility or is a multi-year returning work-study. Student has significant prior experience and training and supervises other students and is responsible for shop, computer, lab, or department.
\$7.25/hr	\$7.75/hr	\$8.75/hr

Off-Campus Work Study Wages	
Skill Level 2	Skill Level 3

<p>No prior experience required. No prior work-study experience required or a first-time work-study. Some training required. Includes routine tasks such as filing, photocopying, answering phones, running errands, stuffing envelopes, typing, assisting with set-ups, assisting with events, and completing other tasks under the direction of the supervisor.</p>	<p>Position requires prior experience or a returning work-study. Position also requires additional training or responsibility. Monitors other student employees or monitors an area (i.e. shop/studio monitors, tutors, tour guides, gallery assistants, computer lab, library monitors).</p>
<p>\$8.75/hr</p>	<p>\$9.50/hr</p>

The skill level for a particular job is set based upon the typical duties required, and is listed in the Job Directory, which can be found on the UArts website (uarts.edu). The skill level cannot be altered to reflect the qualities of a particular applicant. The wage scale within the skill level is determined by the student’s prior employment record within the employing department.

The student’s individual skill level and hourly wage is determined by the departmental supervisor within the stated guidelines and is subject to final approval by the Student Employment Coordinator.

Students are paid bi-weekly for hours worked by University payroll check, *provided that their time card is received by the deadline*. If the student’s time card is late it will be combined with and issued with the next payroll.

HOW MANY HOURS MAY I WORK?

During the academic year, Federal and Non-Federal Work Study students may work up to:

- 17.5 hours per week while classes are IN session
- 28.5 hours per week while classes are NOT in session

There are fifteen weeks in each of the Fall and Spring semesters (thirty weeks total). It may be helpful to plan the student’s work schedule if you wish to spread their FWS award over the two semesters. Consider the hourly wage in relation to the number of hours worked.

For example: if the hourly wage is \$7.25

- And their award is \$1000.00 they may work approximately 4.5 hours per week.
- And their award is \$1,500.00 they may work approximately 7.0 hours per week.
- And their award is \$2,000.00 they may work approximately 9.0 hours per week.

Alternatively, if you plan their schedule so that they exhaust their FWS allocation before the end of the Spring semester, the student cannot continue to be paid in FWS dollars. The University is required to include as many students as possible in the FWS program. Thus, the FWS award will not be increased unless other students refuse this source of funding.

If the student must continue working beyond their allocation, you must obtain authorization from the Student Employment Coordinator prior to scheduling any additional hours.

It is the student’s responsibility to keep track of their hours to avoid exceeding the allowed hours.

Students who have been awarded FWS for the current academic year may begin to work July 1 to June 30. In order to continue working after July 1, you must submit current paperwork for the year to Student Financial Services.

Breaks

Students are not permitted to work more than 5 consecutive hours without taking an unpaid break of at least ½ hour. Students must sign in & out on their time cards for breaks. If a student indicates on their time card that they worked

more than 5 hours without signing in & out for breaks, their time card will be withheld until a new, accurate time card is submitted with the supervisor's signature.

Students may not work more than 8 hours within a 24 hour period.

Students may not be paid from work-study funds for hours worked that conflict with scheduled class hours. See 'Benefits' (page 10) for additional information.

GETTING PAID AND DIRECT DEPOSIT

Student employees are paid bi-weekly through direct deposit or by payroll check. It is currently a condition of employment to sign up for direct deposit. The only exception to this policy is if the student does not currently have a valid bank account. Before a student can be paid, they must have completed all student employment paperwork and turned into Student Financial Services (students MUST bring the required forms of identification!!).

Federal, state, and local taxes may be withheld from student employee paycheck. Student employees must pay federal, state, and local income taxes on all earnings including work-study wages. A student may be *exempt* from federal tax. In order to be exempt from federal withholding they must have had no federal tax liability last year AND expect to have no federal tax liability for the current year. In order to receive a paycheck, the payroll clerk must receive a complete, accurate, signed time card. Students may only be paid for any hours which have already been worked. *Anticipated hours may NOT be included on time cards.*

Direct Deposit

The University work study program requires Direct Deposit as a condition of employment. Paychecks can be deposited into a checking or savings account. This process helps avoid the upset caused by lost, stolen, or otherwise missing checks.

Upon the student's written direction, the University will deposit their earnings directly into a bank account instead of issuing a paycheck. To initiate this service, complete the Direct Deposit Form. The student will have to provide us with a voided check or contact their bank to get its transit routing number and confirm their account number for electronic deposits. Please submit the completed form to Student Financial Services with the rest of the new student employee forms. Direct deposit takes 1-2 payrolls to take effect, so the first pay will be a live check which can be picked up in Student Financial Services. Students should bring their Student ID to claim their paycheck.

SUBMITTING TIME CARDS

Time card must be received by Student Financial Services by the deadline which is Wednesday, 5:00pm, 7 business days before the pay day. The deadline is subject to change according to University holidays. A time card which is submitted late will result in a missed paycheck and will be combined and paid on the following pay date.

A supervisor must submit time cards to Student Financial Services. A student can only deliver time cards if they are in a *sealed envelope*.

Students and supervisors should always retain a copy of the completed time card. If a question should arise concerning your hours worked or a problem should occur with paychecks, it is much easier to arrive at a solution if you have a copy of what was submitted.

Paychecks are issued bi-weekly on Fridays. Paychecks can be picked up in Student Financial Services, and students should bring their Student ID to claim their paycheck. If paychecks are not picked up by 5:00pm the following Wednesday, the check will be mailed to the address listed on the W-4.

Supervisors must always examine time cards for accurate information before signing and submitting. By signing the time card, both you and the student certify that information contained in the time card is a true and accurate record of hours worked.

Blank time cards are available in Student Financial Services and each time card must be completed with the following:

Completing a Work Study Time Card

All information must be completed in pen

1. Student's Full Legal Name (print legibly)
2. Student ID Number
3. Dates of Pay Period across the top
4. Department Name
5. Department Number (5-digits)
6. Hourly rate
7. Hours totaled at bottom of each work week
8. Student signature & date
9. Supervisor signature & date
10. Total number of hours worked



1 John Doe
PRINT Name

2 1234567
Student ID#

4 UArts Department
Department

5 12345
Dept. #

6 7.25
Rate

10 22.5
Total Hours

I hereby certify that the information contained herein is a true and accurate record of the hours I have worked and that I have completed the assigned work in a satisfactory manner.

8 John Doe 9/28/17
Student Signature Date

I hereby certify that the information contained herein is a true and accurate record of the hours worked by the above named student and that the assigned work has been completed in a satisfactory manner.

9 Supervisor Signature 9/28/17
Supervisor Signature Date

From: 3 9/7/17 to 9/20/17
Pay Period

Day	Date	In	Out	Hours	Day	Date	In	Out	Hours
T H U	9/7				T H U	9/14			
F R I	9/8	10:00	12:00	2	F R I	9/15	9:00	1:30	4.5
		12:30	4:00	3.5					
S A T	9/9				S A T	9/16			
S U N	9/10	1:00	2:35	1.25	S U N	9/17			
M O N	9/11	1:00	2:30	1.5	M O N	9/18	10:00	3:00	5
							3:00	3:30	Break
T U E	9/12	1:00	2:45	1.75	T U E	9/19			
W E D	9/13				W E D	9/20			
				Subtotal Hours					Subtotal Hours
				<u>10</u>					<u>12.5</u>

(Please check one)
 Federal Work Study Non Federal Work Study

FINANCIAL SUSPENSION

Any student who is under financial suspension, or who has *not* been given clearance by Student Financial Services is not permitted to work under University payroll. Students should be in contact with Student Financial Services to resolve and financial suspensions or issues.

STUDY ABROAD

Students participating in study abroad for the semester(s) may not continue work study and their position cannot be guaranteed upon return. Students will have to reapply for the position or contact the supervisor directly. Study abroad work study is currently not available.

AM I ELIGIBLE FOR BENEFITS?

Work study employees are not eligible for benefits such as paid vacation, paid sick time, holiday pay, or unemployment compensation. You are however, eligible for Worker's Compensation under the provisions of the Pennsylvania law.

WORKER'S COMPENSATION

Worker's Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or occupational diseases sustained in the course of employment which are job-related.

Students must immediately inform the supervisor of any on-the-job injury. If you are injured on the job, you must see one of the listed healthcare providers in order for your expenses to be covered by worker's compensation.

NOTICE TO EMPLOYEES

If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prostheses, including training in their use.

In order to ensure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the designated health care providers listed below:

Clinic

Worknet Occupational Medicine
230 North Broad St. (Broad & Vine St.)
Philadelphia, PA 19102-0000
215-762-8525
Estimated distance: 0.9 miles

Clinic

Concentra Medical Center
7000 Holstein Ave.
Philadelphia, PA 19153-3212
215-365-7510
Estimated distance: 7.7 miles

Orthopedic Surgeon

Keystone Orthopaedic & Rehab
227 North Broad St.
Ste. 300
Philadelphia, PA 19107-1511
215-988-0611
Estimated distance: 0.8 miles

Orthopedic Surgeon

Susan Harding, MD
216-220 North Broad St.
Philadelphia, PA 19102-0000
215-762-2663
Estimated distance: 1.0 miles

Physical Therapist

Hospital/Emergency Room

Novacare Rehab
2224 South Broad St.
Philadelphia, PA 19102-3816
215-985-9390
Estimated distance: 0.2 miles

Jefferson University Hospital
111 South 11th St.
Philadelphia, PA 19107
215-955-6000
Estimated distance: 0.6 miles

You must continue to visit one of these health care providers listed above, if you need treatment, for ninety (90) days from the date of your first visit.
After this ninety (90) day period, if you still need treatment and your employer has provided a list as set forth above, you may choose to go to another health care provider. You **MUST** notify your employer of this action within five (5) days of your visit to the health care providers of your choice.
Your bills will be considered IF: your health care provider files written reports on a form prescribed by the Department (these reports must be filed within ten (10) days of commencing treatment and at least once a month thereafter, as long as treatment continues).
If one of the health care providers listed above refers you to another health care provider, your employer or its insured will pay the bill for these services provided they are reasonable and necessary.
If you are faced with a medical emergency, you may secure assistance from a hospital or health care provider of your choice.

If you have any questions, contact:
Human Resources
Hamilton Hall, 260
215-717-6365
hr@uarts.edu

Pennsylvania Workers' Compensation Information

TO ALL EMPLOYEES:

The workers' compensation law in Pennsylvania provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.
Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for treatment of injured employees or for the administration of first aid.
You should report immediately any injury or work-related illness to your employer.
Your benefits could be delayed or denied if you do not notify your employer immediately.
If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at:

Bureau of Workers' Compensation
1171 South Cameron Street, Room 103
Harrisburg, PA 17104-2501
Telephone number within Pennsylvania: 800-482-2383
Telephone number outside of this Commonwealth: 717-772-4447
TTY- 800-362-4228 (for hearing and speech impaired only)
www.state.pa.us, PA Keyword: workers comp.

Workers' Compensation Rights and Duties

NOTIFICATION TO EMPLOYEES OF THEIR RIGHTS AND DUTIES UNDER SECTION 306 (f.1)(1)(i) OF THE PA. WORKERS. COMPENSATION ACT

The Pennsylvania Workers Compensation Act requires that employees be given written notification of their rights and duties under Sec. 306 (f.1)(1)(i) of the Act if a list of designated health care providers is established by the employer.

Below are your rights and duties under Sec. 306 (f.1)(1)(i) and an acknowledgment signature line. This acknowledgment, signed by you, is to be returned to your employer.

A brief summary: You have the right to seek emergency medical treatment from any provider; for post-emergency and other injuries, you must obtain treatment for work-related injuries and illnesses from a designated health care provider for 90 days. The penalty for not using a designated health care provider is that your employer is not liable for the medical bills incurred.

As an employee of the Commonwealth working at a location where a list of designated health care providers has been established and posted, you have:

- The duty to obtain treatment for work-related injuries and illnesses from one or more of the designated health care providers for 90 days from the date of the first visit to a designated provider.
- The right to seek emergency medical treatment from any provider, but subsequent non-emergency treatment shall be by a designated provider for the remainder of the 90-day period.
- The right to have all reasonable medical supplies and treatment related to the injury paid for by your employer as long as treatment is obtained from a designated provider during the 90-day period.
- The right, during this 90-day period, to switch from one designated health care provider to another designated provider.
- The right to seek treatment from a provider if you are referred to that provider by a designated provider.
- The right to an additional opinion from a provider of your choice when invasive surgery is prescribed by the designated provider.
- The right to seek treatment or medical consultation from a non-designated provider during the 90-day period, but the services shall be **at your expense** for the applicable 90 days.
- The right to seek treatment from any health care provider after the 90-day period has ended.
- The duty to **notify your employer of treatment by a non-designated provider (after the 90 day period) within 5 days of the first visit to that provider.** The employer may not be required to pay for treatment rendered by a non-designated provider prior to receiving this notification.

If you have any questions, ask your human resources office representative or call:

The Bureau of Workers Compensation
1-800-482-2383

The employer shall provide payment in accordance with this section for reasonable surgical and medical services, services rendered by physicians or other health care providers, including an additional opinion when invasive surgery may be necessary, medicines and supplies, as and when needed. Provided an employer establishes a list of at least six designated health care providers, no more than four of whom may be a coordinated care organization and no fewer than three of whom shall be physicians, the employee shall be required to visit one of the physicians or other health care providers so designated and shall continue to visit the same or another designated physician or health care provider for a period of ninety (90) days from the date of the first visit: provided, however, that the employer shall not include on the list a physician or other health care provider who is employed, owned or controlled by the employer or the employer's insurer unless employment, ownership or control is disclosed on the list. Should invasive surgery for an employee be prescribed by a physician or other health care provider so designated by the employer, the employee shall be permitted to receive an additional opinion from any health care provider of the employee's own choice. If the additional opinion differs from the opinion provided by the physician or health care provider so designated by the employer, the employee shall determine which course of treatment to follow; provided, that the second opinion provides a specific and detailed course of treatment. If the employee chooses to follow the procedures designated in the second opinion, such procedures shall be performed by one of the physicians or other health care providers so designated by the employer for a period of ninety (90) days from the date of the visit to the physician or other health care provider of the employee's own choice. Should the employee not comply with the foregoing, the employer will be relieved from liability for the payment for the services rendered during such applicable period. It shall be the duty of the employer to provide a clearly written notification of the employee's rights and duties under this section to the employee. The employer shall further ensure that the employee has been informed and that he understands these rights and duties. This duty shall be evidenced only by the employee's written acknowledgment of having been informed and having understood his rights and duties. Any failure of the employer to provide and evidence such notification shall relieve the employee from any notification duty owed, notwithstanding any provision of this act to the contrary, and the employer shall remain liable for all rendered treatment. Subsequent treatment may be provided by any health care provider of the employee's own choice. Any employee who, next following termination of the applicable period, is provided treatment from a non-designated health care provider shall notify the employer within five (5) days of the first visit to said health care

provider. Failure to so notify the employer will relieve the employer from liability for the payment for the services rendered prior to appropriate notice if such services are determined pursuant to paragraph (6) to have been unreasonable or unnecessary.

RESPONSIBILITIES AS A STUDENT EMPLOYEE

Student employees are an integral part of many University departments and offices. Thus, it is of vital importance that you inform your supervisor, as early as possible, if you will be late or absent from a scheduled work shift.

- Student employees should inform their supervisors if they are working more than one position at the University. This will alleviate any chance of overlapping hours or working in excess of 17.5 hours per week.
- Students are required to arrive on time for all scheduled work shifts. Any lateness or absence must be discussed with, and approved by, your supervisor.
- Student employees are required to arrive for work appropriately dressed and prepared to complete assignments (i.e. you should not plan to eat a meal or to study during your work shift without permission from your supervisor).
- Student employees are required to perform tasks as assigned by the supervisor, so long as those tasks are not dangerous, unreasonable, or are such that they would subject the student to bodily harm.
- Student employees (and supervisors, alike) should keep a copy of completed time cards

Appropriate tasks might include clerical duties, reception, technical assistance, administrative aide, program assistance, tutoring, writing, studio work, et cetera. Violation of the requirements set by the supervisor can lead to termination from the Work Study Program.

In many offices and departments, students will be exposed to confidential information. Student employees are required to maintain the confidentiality of all information gained in the course of their employment.

Students who disclose confidential or individual identifiable information will be subject to immediate termination and disciplinary action. The Work Study Confidentiality Statement is one of the required forms that you will find in your new student employee packet. This form is also available on the UArts website.

FRAUD

Students and supervisors are responsible for accurately recording the hours worked by each student employee. Time cards may only reflect those hours completed during the pay period in question, by the student employee, at the times indicated, under the direction of his/her supervisor. Time cards may not reflect anticipated time that has not been worked at the time the card is submitted.

Students are required to take at least a ½ hour unpaid break for every 5 hours worked and breaks should be recorded on each student's time card. Students must sign in & out for breaks. Breaks not recorded could result in delayed payment processing, termination, and may be considered fraud.

Falsification of time cards is a serious federal offense. Students who fraudulently complete time cards will be subject to disciplinary action, termination from all University employment programs, loss of eligibility for all financial assistance, and referral to the U.S. Department of Education for criminal prosecution. Students so identified will be referred to the Dean of Students for disciplinary action, which may include expulsion from the University.

Supervisors who fraudulently complete time cards will be subject to disciplinary action which may include termination from the University, and referral to the U.S. Department of Education for criminal prosecution.

The FWS award is a determination of the maximum you may earn in this program. In order to earn a paycheck you must be hired, complete the necessary paperwork, and perform work. You cannot be paid for any hours which you do not actually spend working to the University in the department in which you are employed.

All monies paid to a student that are not determined to have been the result of fraud will be immediately due to the University. If they are not repaid, this debt will be referred to a collection agency for collection and legal action.

Debts which are referred to a collection agency are subject to fees for the costs associated with collecting the debt including attorney fees and court costs. Students or their paying agents will be responsible for all collection costs and attorney fees.

Any fraud that the University of the Arts refers to the Department of Education may result in criminal prosecution. Criminal prosecution may result in a fine of up to \$20,000, imprisonment for up to five years, or both.

STUDENT EMPLOYEE RIGHTS & GRIEVANCE PROCEDURE

Student employees have the right to be treated in a fair, non-discriminatory manner. The University gives equal consideration to all applicants for admission and financial aid and conducts all educational programs, activities, and employment practices without regard to race, color, sex, religion, national or ethnic origin, or disability.

Grievance

Experience has shown that minor disagreements between student employees and supervisors can be resolved by honest, non-confrontational discussion of the problem. However, in cases where this has failed, or where such an approach is impossible, the following formal steps should be followed:

1. An attempt should be made to informally resolve the disagreement between the student and immediate supervisor.
2. If the disagreement continues, a formal meeting should be held. This meeting between the student and supervisor **must** be documented. Documentation should include time, date, discussion points, and resolutions.
Both the student and supervisor should sign the document and each should retain a copy.
3. If the problem cannot be resolved within the department, the student should make an appointment with the Student Employment Coordinator to discuss the situation and to explore available options. The options include filing a formal grievance under the University's Grievance Policy.

SEXUAL HARASSMENT POLICY

The following statement is an excerpt from the University's Sexual Harassment Policy. The unabridged statement of the University's Sexual Misconduct Policy can be obtained by on the UArts website under Policies and Regulations, Title IX Resources.

http://www.uarts.edu/sites/default/files/downloadable-resources/sexual_misconduct_and_harassment_policy_final_2015-01-26.pdf

The University of the Arts is committed to maintaining an environment in which students, faculty and staff can pursue academic, artistic and professional excellence. The University will endeavor to maintain an environment that is free from sexual harassment and is committed to sensitizing all members of the University's academic community and all guests of the University to this issue.

To this end, the University's policy on sexual harassment will be posted at all times or distributed to the entire University community at least once a year. Furthermore, the University will endeavor to provide periodic

awareness programs or information, as appropriate as part of its efforts to promote an environment that is free of sexual harassment.

While the University prohibits all forms of harassment, it is the University's policy to emphasize that sexual harassment is specifically prohibited. Therefore, it is the policy of the University that it will not tolerate verbal or physical conduct by an employee, student or guest of the University which harasses, disrupts, or interferes with another employee's work performance or which creates an offensive or hostile environment for any member of the University community.

Persons covered by this policy include all administrators, faculty, teaching assistants, staff, students and guests of the University. This policy includes coverage of harassment (by males and females) of employees and students by faculty or staff (regardless of tenure or years of service) and guests: and, harassment of students by other students, regardless of their academic status.

The prohibition against sexual harassment applies to all on-campus and off-campus conduct to the extent that the individual is acting off-campus as an employee or student of the school, for instance, off-campus sports events and seminars.

The prohibitions set forth in this policy include acts of retaliation against members of the University community who have filed complaints under this policy.

The University regards any act of sexual harassment as a violation of the standards of conduct required of all persons associated with the institution. The University is committed to investigating complaints of sexual harassment promptly and thoroughly and to taking appropriate disciplinary action against offenders. Those who commit sexual harassment against others within the University setting are subject to the full range of available internal University disciplinary actions, up to and including dismissal from the University faculty, termination of employment, or dismissal from the student body.

Any student who feels that he or she has been the victim of sexual harassment shall report the harassment to the Dean of Students, to a Counselor, to a Teacher, or to the Director of Personnel Services, who serves as the Equal Employment Opportunity Officer of the University.

The University's unabridged sexual harassment policy includes information on the following topics:

- Definition of sexual harassment
- Bringing a complaint of sexual harassment
- Investigation of a complaint of sexual harassment
- Enumerated conduct prohibited by faculty members
- Sanctions for sexual harassment
- Retaliation prohibited
- Right to appeal the conclusions of an investigation

MAY I CHANGE JOBS?

Student employees are important members of many University departments, so if you decide to quit your job you should inform your employer **at least** one week in advance.

Failure to properly notify your supervisor may result in termination from the FWS program.

If you are changing jobs (or adding another job), you must secure another Student Employee Authorization form from Student Financial Services and signed by your new supervisor.

MAY I WORK MORE THAN ONE WORK-STUDY JOB?

Yes, as long as you do not exceed your total allocation and do not work more than 17.5 hours a week, in combination, during the academic year while classes are in session. Students are not permitted to work in two locations concurrently. For example, you cannot be tutoring a student while also performing the duties of a lab monitor in a computer lab.

CAN MY FWS AWARD BE INCREASED?

Based upon information from several years of FWS payroll records the University has projected how many students will accept the FWS award offered to them.

At the end of October we will review the records of those students who have not claimed their FWS awards. If we identify unclaimed FWS funds they will be offered to other eligible students. The FWS award can be increased if a student has unmet need but all students' allocation increases must be authorized by the Student Employment Coordinator.

CAN I LOSE MY FWS ELIGIBILITY?

If you are enrolled for less than 6 credits or fail to make Satisfactory Academic Progress, you will lose your eligibility for FWS, as well as other forms of financial aid.

Any significant change in your financial information could affect your eligibility for FWS and other financial aid.

If you are financially suspended, have not paid your bill in full, or did not submit a FAFSA you may be terminated from all University payrolls. If you become ineligible for FWS you will be notified by Student Financial Services and will be immediately suspended or terminated from the FWS program.

APPLYING FOR FWS FOR NEXT YEAR

Federal Work Study funds are limited and are awarded to the earliest applicants for financial aid. If you wish to be considered for FWS for next year you must submit a FAFSA by the priority deadline, February 15th. You must also be pre-registered for the following (non-Summer) semester.

Students who apply later than the priority deadline, or are not pre-registered, will only be considered if funds remain after the "on-time" applicants have been awarded.

REQUIRED PAPERWORK

All student employees must complete the required University Student Employment forms and submit them to Student Financial Services before they can begin work. The following forms can be found on the UArts website or in Student Financial Services.

7. Student Employment Offer (SEO) form: signed by the supervisor
8. IRS W-4 form
9. Confidentiality Agreement
10. Worker's Compensation forms
11. Direct Deposit Agreement
12. New student employees are required to complete a form I-9 with the Student Employment Coordinator upon accepting employment, no later than the start date of employment.

New student employees must also provide to the Student Employment Coordinator with a photo ID and Proof of Citizenship upon accepting employment. Acceptable forms of Proof of Citizenship are:

- h. A unexpired U.S. passport
- i. A photo ID **and** a social security card

- j. A photo ID **and** birth certificate

All documents must be signed and dated and turned into Student Financial Services before the start date of employment. Students cannot begin working until all forms are turned in along with the required forms of identification and proof of citizenship. Students may not begin working if any documents or IDs are missing or incomplete.

Returning Student Employees

Students who have previously held work-study jobs at the University or are renewing their positions for the following year must turn in the following forms (for the current year) before the start date of employment:

3. Student Employment Authorization (SEA) form: signed by the supervisor
4. IRS W-4 form

SECTION 3

STUDENT FINANCIAL SERVICES

The office of Student Financial Services offers a variety of financial aid programs dedicated to assisting students in meeting their educational goals.

While this handbook and the UArts website has many answers to common questions, sometimes figuring out financial aid and payment options requires creativity. Student Financial Services is available to help you every step of the way. Don't hesitate to contact us!

In order to qualify for Federal Work Study (FWS) students must submit a Free Application of Federal Student Aid (FAFSA) and be awarded FWS.

<https://fafsa.ed.gov/>

Students who are not eligible for FWS are still eligible to work under the Non-Federal Work Study (NFWS) program.

Student Financial Services

Hamilton Hall, 270
320 South Broad St.
Philadelphia, PA 19102
P: 215-717-6170
F: 215-717-6178
finaid@uarts.edu

David Smith

Student Employment Coordinator
Hamilton Hall, 270
320 S. Broad Street
215-717- 6177
dasmith@uarts.edu