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HCI College
Federal Work Study   Student Orientation
Terms and Conditions of Employment

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HCI College wants students to be successful as a Federal Work Study employee. To assist them, we have summarized some helpful information below:

Attendance and Work Hours

1. HCI College utilizes Paylocity; this is a payroll software used to collect, approve, and calculate hours worked for employee pay checks. All employees (including FWS) are required to register in Paylocity during the onboarding process.
2. Student employees should report to work on time; work only allotted hours
3. Sign in and out daily on (Paylocity, or paper time sheet), make sure the supervisor signs the time sheet at end of pay period.
4. Time sheets should be finalized by end of shift the Friday prior to the pay week.
5. Students must attend their scheduled classes each day.
6. Copy of the class schedules is submitted to the financial aid office & employer prior to the start of each term.
7. Dress according to the employer's dress code policy.
8. Maintain Standards of Academic Progress (SAP) for the program enrolled in.
9. Students should not work on days that they do **not** attend school; this includes scheduled breaks in between terms.
10. Transportation for students to and from their work assignments will not be provided by HCI College or the off site employer (if applicable)
11. Students are responsible to contact their supervisor if they are unable to make it to work or if they will be late.

Withdrawal and Graduation

12. If students withdraw from school, they are no longer eligible for work study employment and their employment will end/terminate. For those students that plan to re enter school, the FWS position is not guaranteed to be available. They will need to re apply for the FWS award.
13. Students are not allowed to work during their externship or clinical course. This policy was implemented to prevent any potential scheduling conflicts with the student's externship site and the FWS employer. In addition, HCI College believes that removing any potential distractions during this course, will allow the students to get the full benefit of the practical experience.
14. When students graduate from their program, they are no longer eligible for work study employment and the employment will end/terminate. Should the student decide to re enroll into a new program after graduation, they need to re apply for the FWS award.

Hours at Work

15. FWS employment does not pay overtime.
16. FWS hours not worked personally and physically by the student are not payable. FWS payment must be earned, it is not an entitlement.
17. Student employees can only work for one FWS employer at a time.
18. Students are not allowed to work during scheduled class periods
19. Students working 6 or more hours per day are required to take a break; timesheets (Paylocity or paper time sheet) with hours worked of 6 or more hours per day, will automatically deduct a 30 minute break.
20. In addition to HCI College on boarding requirements, an additional background check may be required by off site employers at the student's expense.

FWS Positions not allowed

21. Constructing, operating, or maintaining any part of a building used for religious worship or sectarian instructions
22. Janitorial work, cleaning, maintenance work
23. Admissions or recruitment; public relations; purchasing
24. Political activities; political aide, supporting an independent candidate; political debates