



FEDERAL WORK STUDY STUDENT MANUAL

ATHENS STATE UNIVERSITY
STUDENT FINANCIAL SERVICES
300 NORTH BEATY STREET
ATHENS, AL 35611

PHONE: 256-233-8122
FAX: 256-233-8178

**FEDERAL WORK-STUDY PROGRAM
STUDENT MANUAL**

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Athens State does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

BACKGROUND OF FEDERAL WORK STUDY PROGRAM

Purpose

The Federal Work-Study Program (FWS), is intended to promote the part-time employment of students who demonstrate financial need in accordance with federal Title IV regulations. In addition to providing an opportunity for students to earn a part of their educational expenses, Federal Work-Study provides experiences for developing skills, work habits and responsibility. The Federal Work-Study Program may not be used to displace employed workers. The Federal Work-Study Program does not pay students for time to study.

Eligibility

Students must establish eligibility for participation in the Federal Work-Study Program by applying via the Free Application for Federal Student Aid (FAFSA) each academic year. In addition, the student must submit a current resume to the Office of Student Financial Services.

Students must notify the Financial Aid Office of any/all sources of aid for an academic year. Other sources of aid include, but are not limited to: Vocational Rehabilitation, G.I. Benefits, stipends, scholarships, tuition waivers, employer assistance, Alabama National Guard Benefits, etc.

Students who are eligible to participate in the Federal Work-Study Program will receive an award of maximum earnings available for the academic year. Federal Work-Study offers no sick leave, vacation, holiday, or overtime pay. **Students are not paid to study while on the job. Federal Work-Study students are given an hour's pay for an hour's work.** Students are not allowed to work more than 20 hours per week. Tutors are generally allowed only 15 hours per week as this is usually the maximum amount they can fit into a school program. (See your **FEDERAL WORK STUDY AGREEMENT** for specifics on your eligible hours to work). Students will not be paid in excess of their year maximum as stated in their Federal Work-Study Agreement.

FEDERAL WORK-STUDY GENERAL GUIDELINES

As an employee of Athens State University on the Federal Work-Study Program you should be aware of the following:

- Federal Work-Study is a part-time job. (You will be given an hour's pay for an hour's work.) **YOU ARE NOT PAID TO STUDY ON THE JOB.** No pay is issued for break or lunch periods, vacations, or holidays.
- Students who accept Federal Work-Study jobs are expected to work the entire period of their assignment, to be punctual, and to perform efficiently. Students must notify supervisors when illness or unforeseen circumstances prevent attendance.
- Students cannot work during term breaks, on holidays, spring break, or summer mini terms without the approval of the Student Financial Services Office.
- Fringe benefits such as sick leave, vacation pay, and holiday pay are not part of your compensation.
- **A FWS student CANNOT work when he/she is scheduled to be in class. FWS students will NOT be paid for hours worked when scheduled to be in class.**
- A FWS student **CANNOT** work over 20 (twenty) hours per week. NO overtime may be paid through the Federal Work-study Program.
- You and your supervisor are responsible for keeping up with the number of hours you are authorized to work. If you exceed your total hours awarded for the academic year, you will not be paid for the amount in excess of authorization.
- Any FWS student knowingly making false entries on a time sheet or obtaining a false signature of approval will be referred to appropriate authorities for action.
- You must maintain Satisfactory Academic Progress as defined by our Satisfactory Academic Progress Policy. Any student who is suspended for unsatisfactory progress is automatically dropped from the Federal Work-Study program.
- Your Federal Work-Study employment is immediately terminated upon your withdrawal/graduation from Athens State University.

- **The student should at no time be requested by his/her supervisor or other university personnel to run business related errands off campus. Additionally, the student under no circumstances should be requested to complete personal projects or personal errands for his/her supervisor or other university personnel. Any request to complete personal projects or errands should be reported first to the student's supervisor and, if necessary, to the Office of Student Financial Services.**
- FWS students are expected to dress appropriately for the work place. Always be neat and clean. Jeans and dress shorts are acceptable. Shoes should be worn all hours that you are on the job. The student is expected to be polite in all dealings with students, faculty and the public.
- Students must inform the Student Financial Services Office immediately upon receiving any additional aid.
- All office equipment to include copiers, computers, faxes, etc., is to be used for business purposes only.
- Office telephones are to be used for business purposes only unless personal emergencies arise.
- Personal visits are to be conducted outside of the office and on the student's personal time.
- Students will not advise or counsel students in any way other than to provide specific instructions relevant to the office in which the student is employed.

Basic Wage Standards

Covered nonexempt workers are entitled to a minimum wage of not less than \$4.75 an hour, effective October 1, 1996, and not less than \$5.15 an hour, effective September 1, 1997. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a work week.

Wages required by FLSA are due on the regular payday for the pay period covered. Deductions made from wages for such items as cash or merchandise shortages, employer-required uniforms, and tools of the trade, are not legal to the extent that they reduce the wages of employees below the minimum rate required by FLSA or reduce the amount of overtime pay due under FLSA.

The FLSA contains some exemptions from these basic standards. Some apply to specific types of businesses; others apply to specific kinds of work. While FLSA does set basic minimum wage and overtime pay standards and regulates the employment of minors; there are a number of employment practices, which FLSA does not regulate.

For example, FLSA does *not* require:

- (1) vacation, holiday, severance, or sick pay;
- (2) meal or rest periods, holidays off, or vacations;
- (3) premium pay for weekend or holiday work;
- (4) pay raises or fringe benefits; and
- (5) a discharge notice, reason for discharge, or immediate payment of final wages to terminated employees.

The FLSA does not provide wage payment or collection procedures for an employee's usual or promised wages or commissions in excess of those required by the FLSA. However, some States do have laws under which such claims (sometimes including fringe benefits) may be filed.

Also, FLSA does not limit the number of hours in a day or days in a week an employee may be required or scheduled to work, including overtime hours, if the employee is at least 16 years old.

The above matters are for agreement between the employer and the employees or their authorized representatives.

The current rate of pay is \$7.75 per hour for campus Federal Work-Study students and \$10.00 for Federal Work Study students in tutoring and community service positions off campus.

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FEDERAL WORK-STUDY PROGRAM PLACEMENT PROCESS

- STEP 1 Student Financial Aid Office maintains a current job-opening list and distributes resumes of potential FWS students to various supervisors for review.
- STEP 2 The prospective work-study student interviews with the supervisor to discuss job duties and skills. Keep in mind, the supervisor IS NOT REQUIRED to offer you the job.
- STEP 3 Once the supervisor makes a decision, the supervisor will contact the Student Financial Services Office. New-hire paperwork will be completed on the first day of the student's employment.
- STEP 4 Once the student completes the following forms, he/she may begin work assignment: Federal Form I-9, 2010 W-4 form, Form A-4, New Hire form, Confidentiality Agreement, Drug Abuse Prevention Statement, and Federal Work-Study Agreement.

Completion of new-hire paperwork

The student must submit all completed federal and state tax withholding forms, I-9 form, New-Hire form, Confidentiality Agreement, and Drug Abuse Prevention Statement to the Student Financial Services Office along with the completed Federal Work-Study Agreement no later than the first day of work. BE VERY CAREFUL when filling out tax withholding forms and make sure you read all instructions completely. **The Student Financial Services Office can give NO assistance in the actual completion of these forms.** The student must supply the Student Financial Services Office with a driver's license and social security card for verification of the Federal Form INS I-9. Completion of the Federal INS I-9 is required by Immigration Reform and Control Act of 1986, Public Law 99-603.

RECEIVING A PAYCHECK

STEP 1 Submit the completed Federal Work-Study Agreement and all new hire paperwork to the Student Financial Services Office.

STEP 2 Pick up time sheet in the Student Financial Services Office.

STEP 3 Fill out time sheet accurately.

STEP 4 Have your assigned supervisor sign the time sheet verifying your actual hours worked. If you have worked more than 6 (six) hours, be sure to include your break. Remember that you can not be paid for breaks or lunch.

STEP 5 Time Sheets are due in the Student Financial Services Office **on or before the 15th of each month for timely payment. Time sheets submitted after the 15th of the month will be paid the following month.**

STEP 6 Pick up paycheck in the Business office on the last workday of each month.

TIME SHEET FRAUD

As required in Federal Regulation, the signature of the supervisor on the time sheet certifies the number of hours worked. The student must also sign and verify the time sheet. If student works more than 6 hours, the student is required to take at least a fifteen-minute break. The student will not be paid for the break and it must be documented on the student's time sheet. No Pay is issued for break or lunch periods, vacations, or holidays.

Any student knowingly making false entries on a time sheet or obtaining a false signature of approval will be referred for appropriate action. Actions include removal of the right to receive work-study and restitution of funds received for time not worked.

TERMINATION OF FEDERAL WORK-STUDY POSITION

Normal Termination

A student is automatically terminated upon working the hours allotted in the Federal Work-Study agreement. It is the responsibility of the student and supervisor to ensure that hours worked do not exceed the allotted hours. The student may reapply for Federal Work-Study in the following academic year.

Voluntary Termination

A student may terminate their Federal Work-Study award if he/she is no longer interested. The student should submit a letter of resignation which lists the final day of work to his/her supervisor as well as the Office of Student Financial Services. The student is expected to complete a two-week notice.

Involuntary Termination

For proper cause, a student may be terminated from the Federal Work-Study program. Reasons for involuntary termination include but are not limited to: repeated failure to comply with agreed upon work schedule, lack of cooperation with assigned tasks, unsatisfactory performance.

The supervisor must submit a written statement of termination stating the reasons for termination to the Office of Student Financial Services.

Termination by the Office of Student Financial Services

The Office of Student Financial Services may terminate a student's employment at any time upon the determination that the student is no longer eligible for the Federal Work-Study Program. If the student does not enroll or completely withdraws from a term, the student immediately becomes ineligible to participate in the Federal Work-Study program. If the student does not comply with regulations as set forth in the FWS Student Manual, the student immediately becomes ineligible to participate in the Federal Work-Study Program.

ROLE OF THE FEDERAL WORK-STUDY SUPERVISOR

Establishment of Work Schedule

Upon hiring a Federal Work-Study student, the supervisor is responsible for establishing a clearly defined work schedule which is compatible with the time requirement of BOTH the student and the department.

Supervision

The supervisor is responsible for conducting a student job training session which should include proper introductions to other employees, an overview of the department and how it functions, and a clear definition of the general responsibilities of the student as they relate to the job. **Note: The supervisor should at no time request a FWS student to run errands off campus. Additionally, the supervisor should under no circumstances request personal projects or personal errands to be completed by FWS students.**

The supervisor may provide opportunities for the student to make-up time lost from work due to UNAVOIDABLE circumstances.

The supervisor should provide adequate supervision and training for the student in order to maximize the quality of the student's performance.

The supervisor is responsible for verifying the actual hours worked by the FWS student. If a student works more than 6 (six) hours, the student is required to take at least a fifteen-minute break. The student will not be paid for the break and it must be documented on the student's timesheet.

ATHENS STATE UNIVERSITY GRIEVANCE PROCEDURE

The following is a description of the process by which an Athens State University employee or student who has a valid complaint or grievance may pursue the resolution of the matter of concern. For the purposes of this procedure, a “complaint” shall mean a statement of dissatisfaction of any official activity of or sponsored by the University, or any other matter which is within the scope of the authority of the University’s administration or faculty. A “grievance” shall be a complaint, which after reasonable attempts at informal resolution, has not been satisfactorily resolved.

Athens State University promotes the open exchange of ideas among all members of the University community - students, faculty, staff and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. However, the University recognizes that, at times, people may have differences, which they are unable or unwilling to resolve themselves. The procedure described below shall be available to a University employee or student only after the employee or student has made every reasonable attempt to resolve his or her problem with the appropriate university official or representative. For an employee or student who has made a good faith effort to resolve a problem but who has been unable to resolve the matter informally, Athens State offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems. **The names of the university officials with responsibilities relating to grievance resolution can be obtained from the President’s Office.**

1. Initial Steps To Resolve A Complaint

Any student complaint or concern not otherwise covered under the Student Handbook and/or University Catalog may be addressed under this grievance procedure.

Complaints relating to a disability shall be reported to the University’s ADA/504 Coordinator. Other types of complaints shall be reported to the appropriate

university official. If the complaint is about a specific occurrence, the complaint must be made within ten (10) school days after the occurrence or after the employee or student became aware of the occurrence.

An employee or student with a complaint shall begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate university official, as stated above. If, after discussion between the employee or student and the respective university official, it is determined that the complaint is valid and can be resolved immediately, the university official will take action to resolve the complaint. If the matter at issue involves an allegation of physical abuse or

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racial, sexual, or other discrimination or harassment, or the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective university official will submit a written report within ten (10) working days of the filing of the complaint to the University Grievance Officer, describing both the complaint and how it was or will be resolved.

2 Plan Of Resolution

If the employee's or student's complaint cannot be resolved immediately, but requires instead a "plan of resolution", the university official to whom the complaint was made shall submit a written report to the University Grievance Officer. The report shall be submitted within ten (10) school days of the complaint and shall detail the complaint and the plan to resolve the complaint.

3. Grievance Process

If the employee or student's complaint cannot be resolved in the manner described above, such an unresolved complaint shall be termed a "grievance". An employee or student who submits a complaint to the appropriate university official in the manner described above and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) school days, shall have the right to file with the University Grievance Officer a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer, and shall include at least the following information:

- a. Date the original complaint was reported;
- b. Name of the person to whom the original complaint was reported;
- c. Facts of the complaint; and
- d. Action taken, if any by the receiving university official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants to be considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap, or disability, the complaining party should state with particularity the nature of the discrimination and a reference to any statute, regulation, or policy that the Grievant believes to have been violated. The Grievant shall file any grievance involving alleged illegal discrimination within forty-five (45) calendar days of the occurrence of the alleged discriminatory act or of the date on which the Grievant became aware that the alleged discriminatory act took place.

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The University shall have ten (10) calendar days from the date of the receipt by the University Grievance Officer of the grievance to notify the Grievant as to the time frame of conducting an investigation of the allegation(s), holding a hearing (if requested) on the grievance, and submitting a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings.

4. Investigation Procedure

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The University Grievance Officer shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings of the investigation and the conclusions of the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent(s)") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the hearing record. If the Grievance Officer finds that the grievance is supported by substantial evidence, he or she shall also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant shall have three (3) school days to notify the Grievance Officer whether or not the Grievant demands a hearing on the grievance. The failure by the Grievant to request a hearing by the end of the third school day shall constitute a waiver of the opportunity for a hearing.

However, the University Grievance Officer may, nevertheless, at his or her discretion, schedule a hearing on the grievance if to do so would appear to be in the best interest of the University. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, and a copy provided to the Grievant and each Respondent.

5. Hearing Procedure

In the event that the University Grievance Officer schedules a hearing, the President shall designate a qualified, unbiased person or committee to conduct the grievance hearing. The choice of either a hearing officer or a hearing committee shall be at the option of the Grievant. The hearing officer and/or committee members will generally be employees of Athens State University. However, the President shall have the discretion to select persons other than university employees to serve as a hearing officer or as a committee member. The hearing officer or committee shall notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present such oral testimony and offer such other supporting evidence, as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such other evidence, as he/she deems appropriate to the Respondent's defense against the charges. In the event that the University or the administration of the University at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the University.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative.

However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witness. In the event that the University or its administration at large is the Respondent, the University representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or an audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

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6. Rules Of Evidence

The hearing officer or committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less stringent than, those, which apply to civil trials in the Circuit Courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by reasonably prudent persons in conducting their affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing officer or committee chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

7. Report Of Findings And Conclusions

Within five (5) working days following the hearing, there shall be a written report given to the University Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

- a. Date and place of the hearing;
- b. The name of the hearing officer or each member of the hearing committee, as applicable;
- c. A list of all witnesses for all parties to the grievance;
- d. Findings of fact relevant to the grievance;
- e. Conclusions of law, regulations, or policy relevant to the grievance and;
- f. Recommendation(s) arising from the grievance and the hearing thereon.

8. Conciliation of Grievance (Student)

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the University Grievance Officer shall notify the Grievant of any appeal which may be available to the Grievant.

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In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the University Grievance Officer shall meet with the Grievant and the appropriate university representative(s) (which may include the Respondent(s)) and attempt to bring about a reasonable resolution of the grievance.

9. Available Appeal

If the grievance does not involve a claim of illegal discrimination or does not pertain to a disability, the findings of the hearing officer/committee shall be final and non-appealable. If the grievance involves a claim of illegal discrimination or pertains to a disability, the Grievant shall have the right to appeal the decision of the hearing officer or committee to the President of Athens State University, provided that:

A notice of appeal is filed, using Grievance Form B, with the

- a. University Grievance Officer and the President within fifteen (15) calendar days following the Grievant's receipt of the hearing report.
- b. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

10. President's Review

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations arising from the university grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

11. Appeal To The Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions shall not be appealable.

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However, pursuant to State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Department of Postsecondary Education for review of the President's report and the findings arising from the university grievance hearing.

A Grievant who has grounds for appealing the findings of the President to the Chancellor may do so by:

- a. Filing the notice of appeal, using Grievance Form C, to the Chancellor and the President of Athens State University within fifteen (15) calendar days following the Grievant's receipt of the report of the President's findings; and
- b. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

12. Review By The Chancellor

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following his/her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the

reports of the President and the university hearing officer/committee, to hold an appellate hearing if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/committee. The report of the Chancellor shall be served to the Grievant and respondent(s) by personal service or by certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable within The Alabama College System. However, the Grievant shall not be precluded from filing his or her grievance with an appropriate court or administrative agency.

13. General Rule On Filing Deadlines

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first school day following the respective Saturday, Sunday, or legal holiday, shall be considered the deadline date.

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ATHENS STATE UNIVERSITY
STUDENT WORKER
POLICY CONCERNING CONFIDENTIALITY
OF INFORMATION AND SECURITY ADHERENCE STATEMENT

Student workers (student workers include part-time paid student help, work-study students, and student volunteers) at Athens State University are required to abide by the policies, rules, and regulations as are part-time or full-time employees of the college. Within the Office of Admissions, there are several policies or rules concerning the confidentiality of student records. These policies should be of the utmost importance to the student worker who is working in this office.

According to: Family Educational Rights and Privacy Act
(Buckley-Pell Amendment)

Subpart D, Section 99.33, Limitations and Redisclosure

"An educational agency or institution may disclose personally identifiable information from the educational records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers,

employees and agents, but only for the purposes for which the disclosure was made."

The idea behind this section of the Family Educational Rights and Privacy Act as it pertains to Athens State University can be broken down into three parts. They are the following:

- I. The institution can allow student workers to view the information for the purpose of filing (i.e., pulling records, pulling folders or admission papers, etc.).
- II. The institution cannot allow the student workers to disclose the information to any third party (i.e., you should see some of these ACT scores, and transcripts!) unless prior written consent has been obtained.
- III. The institution can use this information but only for the purpose for which the disclosure was made.

In summary, use only the information needed to complete a given task. It is not necessary to scan an individual student's record in order to properly file the materials.

As a work-study student or other student worker, whether you are paid or you have volunteered, your work responsibilities will often expose you to confidential student record information. In carrying out your responsibilities, you may have access to the records of other students. Activities such as creating files, filing confidential materials, and preparing files to go to committee will often involve confidential information. These records are covered under the Family Educational Rights and Privacy Act. Therefore, you are required to adhere to the principles of these laws and not scan records or obtain information for personal use or purposes other than those outlined in your job responsibilities. Failure to do so may result in loss of your work position, possible expulsion from Athens State University or other appropriate action will be taken. If you have a question or issue regarding the security of student records, you should speak with your supervisor for clarification.

I fully understand the information stated and the implications.

Signed _____

Student Number _____

Date _____

Effective September 4, 1990

Drug Abuse Prevention Program

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, the following policy is in effect for Athens State University.

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Athens State University on any property owned, leased, or controlled by Athens State University or during any activity conducted, sponsored, or authorized by or on behalf of Athens State University. A “controlled substance” shall include any substance defined as controlled substance in Section 102 of the Federal Controlled Substance Act (21U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et. seq.).
2. Athens State University has and shall maintain a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. Athens State University’s policy of maintaining a drug-free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program; and
 - d. the penalties that may be imposed upon employees for drug abuse violations.
3. All employees of Athens State University shall comply with Paragraph 1 above.
4. Any employee who is convicted by any federal or state court of an offense which constitutes a violation of Paragraph 1 above shall notify the president of Athens State University in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.”
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a federal contract or grant, Athens State University shall notify in writing within ten (10) days any federal agency to whom such notification by Athens State University is required under P.L. 100-690.

6. In the event an employee violated Paragraph 1 above or receive a conviction as described in Paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action, which may include, but is not limited to, termination of employment. Athens State University shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of reasonable duration and nature.
7. Athens State University shall make a good faith effort to ensure that paragraphs 1 – 6 above are followed.
8. Each employee of Athens State University shall receive a copy of this policy.

I have read the “DRUG-FREE WORKPLACE POLICY” and have received a copy of it. As a condition of my employment, I agree to abide by its terms and further agree to notify the Administration if I am found guilty of a drug-related charge within five days of such conviction of the violation occurred in the workplace.

Employee

Date

Last Updated: 03/07/2011