



# **FEDERAL WORK STUDY STUDENT MANUAL**



SANDRIDGE STUDENT CENTER

PHONE: 256-233-8143

FAX: 256-233-8143

[careerdevelopmentcenter@athens.edu](mailto:careerdevelopmentcenter@athens.edu)

**FEDERAL WORK-STUDY PROGRAM  
STUDENT MANUAL**

**TABLE OF CONTENTS**

BACKGROUND	3
GENERAL GUIDELINES	4
BASIC WAGE STANDARDS / PLACEMENT PROCESS	5
COMPLETION OF NEW-HIRE PAPERWORK / RECEIVING A PAYCHECK	6
TERMINATION OF FEDERAL WORK-STUDY POSITION	7
ROLE OF FEDERAL WORK-STUDY SUPERVISOR	7
EMPLOYEE GRIEVANCE PROCEDURE	8
STUDENT WORKER CONFIDENTIALITY	12
DRUG ABUSE PREVENTION	13
DIRECT DEPOSIT	14

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 FWS 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 Career Development Center.
- 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 during scheduled class time.**
- A FWS student **CANNOT** work over 20 (twenty) hours per week. NO overtime may be paid through the FWS 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 SAP Policy. Any student who is suspended for unsatisfactory progress is automatically dropped from the FWS program.
- Your FWS 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 Career Development Center.**
- 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.
- You 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 7.25 an hour effective July 24, 2009. 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.***

## FEDERAL WORK-STUDY PROGRAM PLACEMENT PROCESS

- STEP 1 Career Development Center 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 hiring decision, the supervisor will contact the Career Development Center to prepare New-hire paperwork.
- STEP 4 Once the student completes the following forms, he/she may begin work assignment: Federal Form I-9, W-4 form, Form A-4, Confidentiality Agreement, Drug Abuse Prevention Statement, Federal Work-Study Agreement & Direct Deposit Form (optional).

## Completion of New-hire paperwork

The student must submit all completed federal and state tax withholding forms, I-9 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 Federal I-9 form. Make sure you read all instructions completely. **The Career Development Center cannot provide assistance in the actual completion of these forms.**

Notice the document verification instructions on the I-9 form. Bring with you the appropriate documents on your first day of work.

## RECEIVING A PAYCHECK

- STEP 1 Submit the completed Federal Work-Study Agreement and all New hire paperwork to the Career Development Center.
- STEP 2 Pick up time sheet in the Career Development Center.
- 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 Career Development Center **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 or receive your payroll deposit electronically.

## 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 Career Development Center. 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 Career Development Center.

### Termination by the Career Development Center

The Career Development Center 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.

# Employee Grievance Procedure

## I. Policy Statement and Purpose

Athens State University promotes the open exchange of ideas among all University employees - faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for an institution of higher learning. However, the University recognizes that an individual may occasionally have concerns related to University practices, or that individuals may have differences which they are unable or unwilling to resolve among themselves.

This policy defines the process by which a University employee who has a valid complaint or grievance (the “**complainant**”) may pursue resolution of the matter of concern.

For the purposes of this policy, a “**complaint**” is defined as a valid 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, faculty, or staff.

A “**grievance**” is defined as a valid complaint which, after reasonable attempts at an informal resolution, has not been satisfactorily resolved and continues through a formal process.

**Not all complaints can be considered as grievances.** In general, complaints which may be considered as grievances must concern:

- personnel or other actions which allegedly involve a misapplication or violation of University policies or procedures; or
- violations of state or federal laws not covered by other University policies.

For complaints/grievances related to instances of discrimination or harassment, employees should refer to the University’s *Harassment and Discrimination Policy*.

For the purposes of this policy, “**business day**” is defined as any day the University is officially open, regardless of whether classes are in session.

**Retaliation** is a very serious violation of this policy and should be reported immediately. Any attempt to penalize or retaliate in any way against a person bringing, investigating, or cooperating with an investigation of a complaint or grievance is prohibited and will be treated as a separate incident to be reviewed on its own merit.

These procedures do not replace the right of a complainant to pursue other options or remedies available under state, civil, or criminal statutes and/or federal law.

## II. Procedure

### A. Initial (Informal) Steps to Resolve a Complaint

1. If the complaint involves a practice or activity within the scope of the University but is not directed at a specific employee, the complainant should contact the appropriate University personnel or administrator overseeing the practice or activity and attempt to resolve the complaint informally.
2. If the complaint involves differences between individuals or complaints directed at a specific employee, the complainant should contact his/her own immediate supervisor and attempt to resolve the matter informally. If the complaint is directed at the complainant’s immediate supervisor, the complainant should contact the next level supervisor or administrator.

Athens State University strongly encourages individuals to report complaints related to a specific occurrence within thirty (30) business days of the occurrence.

3. In the case of an informal course of action, if, after discussion and review of the complaint between the complainant and the appropriate University personnel, it is determined that the complaint is valid and can be resolved immediately to the satisfaction of the complainant, the appropriate University personnel will take action to resolve the complaint. If the complainant and initial-level supervisor are unable to reach a mutually



satisfactory resolution to the complaint, the complainant may proceed to discuss the matter with the next level supervisor or administrator (up to the level of vice president) in an attempt to resolve the matter.

4. At any level of review, the appropriate University personnel will submit a written report within fifteen (15) business days of the report of the complaint to the Director of Human Resources, describing the complaint and whether the informal process found the complaint to be valid. If found to be valid, the report should also describe how the complaint was, is to be, or was proposed to be resolved, and whether this resolution was to the satisfaction of the complainant. A copy of the report will be furnished to the complainant and any other individuals connected to the complaint, and the report will be kept on permanent file in the Office of Human Resources to document the complaint and the outcome of the informal process.

## **B. Filing and Procedure for a Formal Grievance**

If the complaint cannot be resolved in the informal manner outlined above, and the complaint is recognized as one that may be considered as a grievance as specified in Section I, the unresolved complaint may be formally designated a "grievance".

1. Filing. To begin the formal grievance process, the grievance must be formally filed by the complainant, who must submit Grievance Form A to the Director of Human Resources, along with any supporting documentation at the discretion of the complainant. **Note:** It is the right of the complainant to withdraw a grievance by requesting so in writing to the Director of Human Resources at any stage of the process. Once withdrawn, however, the grievance may not be reinstated.
2. Committee. The Director of Human Resources will notify the President of the filing of the formal grievance as soon as is practicable. Within ten (10) business days of the filing of the grievance, the President or a designee will select five (5) unbiased persons (i.e., persons with no interest in the outcome) to serve on a committee charged with conducting the grievance hearing.

The committee members will generally be employees of the University. However, the President or designee will have the discretion to select persons other than University employees to serve as committee members. In selecting persons for the committee, the President or designee will take into account the nature of the complaint, the standing of the complainant (i.e. whether the complainant is a staff, faculty, or administrative employee), and the standing of the individual(s) against whom the grievance was made (henceforth known as the "respondent(s)").

The complainant and respondent(s) will be informed of the formation of the hearing committee, and have the right of challenge of committee appointments for cause. If in the judgment of the President or the designee a challenge is supported by adequate grounds, the member so challenged shall be excused. The President or the designee will appoint replacements for members excused until the full committee is established.

3. Committee Chairperson. Within five (5) business days of the formation of the committee, the committee will conduct an organizational meeting. The sole purpose of this meeting will be for the committee members to elect one of the members to serve as the chairperson of the committee.
4. Notification of Hearing. The Director of Human Resources, in consultation with the committee chairperson, will have five (5) business days from the date of the organizational meeting to notify the complainant and respondent(s) in writing as to the time frame for conducting an investigation of the grievance, and for scheduling a hearing concerning the grievance. All parties must be notified of the scheduled date and time of the hearing at least five (5) business days prior to the scheduled day of the hearing.
5. Investigation. The committee, with the assistance of the Director of Human Resources, will coordinate a review of any materials presented with the filing of the grievance, and will conduct an independent and factual investigation of the grievance, including research of any applicable statutes, regulations, or policies.
6. Hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public. The grievance hearing process is not a formal court proceeding, but is a peer review process for employees to resolve grievances internally.

At the beginning of the hearing, the statement of the grievance will be read into the record, and the complete record of the grievance investigation report will be made a part of the hearing record. The employee/grievant

will be allowed to present any pertinent evidence to the committee and to have the committee call any witnesses who have information pertinent to the grievance. Each respondent will then be given the opportunity to present oral arguments and offer any evidence he/she deems appropriate to the defense against the grievance, including the questioning of any witnesses. In the event that the University, or the administration of the University at large, is the respondent, the President shall designate a representative to appear at the hearing on behalf of the University.

Witnesses will not be required to testify under oath. However, each witness who is an employee of the University should be aware that any deliberate falsehood may result in disciplinary action against the witness. No witness (except the parties themselves) will be allowed to hear the testimony of any other witness.

Any party to a grievance hearing has the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the personal representative for any party may act in an advisory role only and will not be allowed to attend the hearing.

The hearing will be recorded, using audio or video tape or some other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, will be marked and preserved as part of the hearing record.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) will not be allowed. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the 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.

7. Report of Findings and Conclusions of the Grievance Hearing. The hearing committee will produce a written report containing the findings of the committee within five (5) business days of the conclusion of the hearing. At the minimum, the report will contain:
  - a. The date and place of the hearing.
  - b. The name of each member of the hearing committee.
  - c. A list of all witnesses for all parties in the grievance hearing.
  - d. Findings of fact relevant to the grievance.
  - e. Conclusions of any laws, regulations, or policies relevant to the grievance.
  - f. Recommendation(s) of the committee arising from the grievance hearing.

Copies of the hearing committee report will be furnished to the President, the Director of Human Resources, the complainant, and each respondent. In the event of a finding by the hearing committee that the grievance was unfounded or was not supported by the evidence presented, the Director of Human Resources will also notify the complainant of any available methods of appeal when furnishing the copy of the report to the complainant.

The report will be kept on permanent file in the Office of Human Resources to document the grievance hearing and the conclusions of the hearing committee.

8. Resolution of the Grievance. In the event of a finding by the hearing committee that the grievance was supported, in whole or in part, by the investigation and evidence presented, the Director of Human Resources will meet with the complainant and the appropriate University representative(s) (which may include the respondent(s)) to discuss a reasonable resolution of the grievance and any actions that may be taken based on any recommendations of the hearing committee.

In cases where disciplinary action or sanctions may be taken against a respondent, such actions may include (but not be limited to) counseling or education relevant to the grievance, verbal or written reprimands, reassignment, suspension, or termination. The Director of Human Resources will keep a record of the specifics of this meeting, and any subsequent meetings or actions, as part of the permanent record of the grievance process.

Recommendation for sanctions or disciplinary actions will be forwarded to the President for action pursuant to other applicable University policies.

### **C. Appeal to the President**

The complainant has the right to appeal the decision of the hearing committee to the President of Athens State University, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the Director of Human Resources and the President within ten (10) business days following the complainant's receipt of the hearing report.
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing committee.
3. The President is not a respondent in the grievance. If the President is a respondent, the decision of the hearing committee is final.

Failure by the complainant to request an appeal to the President by the end of the tenth business day constitutes a waiver of the opportunity for an appeal. If the appeal does not contain clear and specific objections to the hearing report, it can be denied by the President.

If an appeal is accepted by the President, the President will have twenty (20) business days from the receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, and to produce a report of the President's findings of fact and conclusions of law. The President will 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 grievance hearing. The decision of the President will be final.

The President's report will be provided to the complainant and respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses. A copy will also be furnished to the Director of Human Resources, and will become part of the permanent record of the grievance process.

### **III. Responsibility for this Operating Policy**

#### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Vice President for Financial Affairs as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed.

#### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Director of Human Resources, under the direction of the Vice President for Financial Affairs.

**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: 06/09/2011

## ***DIRECT DEPOSIT (Optional)***

I do hereby authorize Athens State University to electronically deposit my paycheck into my bank account. Attached is a voided check with my printed bank number and account number.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Attach voided  
check here:

---

### **NOTE:**

- **Since the first month that the direct deposit is processed is considered a Test, your first paycheck should be picked up at the cashier's window in Founders Hall.**
- **The direct deposit should be active the following month.**