



# Community-Based Work Study Program

Student Handbook

Center for Service Learning at Regis University

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We at the Center for Service Learning are very excited that you have chosen to become involved in the Community-Based Work Study (CBWS) Program at Regis! This is an excellent opportunity for you to earn the highest Work Study pay rate available at Regis while also gaining valuable job skills and helping out in the community.

We want this to be a rewarding experience for both you and the agency where you choose to work, and so we ask that you become acquainted with the following procedures.

*If you have any questions, do not hesitate to contact:*

*Kathryn Redmond at [redmo805@regis.edu](mailto:redmo805@regis.edu) or [cbws@regis.edu](mailto:cbws@regis.edu) 303-458-3550 or  
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Main Hall 214*

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## PROCEDURES FOR FINDING A COMMUNITY-BASED WORK STUDY JOB

1. Make sure you are eligible to participate in the Work Study Program. You should be eligible for either Federal Work Study or Need-Based State Work Study. An email was sent to your Regis account and an award letter is located on WebAdvisor regarding your eligibility. Please contact Nate Smith in Financial Aid if you have any questions at [nsmith001@regis.edu](mailto:nsmith001@regis.edu).
2. Figure out your school schedule, accounting for any sports or other outside commitments you may have.
3. Review the job descriptions posted on the CBWS web site at [www.regis.edu/rc/sl/database](http://www.regis.edu/rc/sl/database) to find a placement that looks right for you, at a time that works for you.
4. Contact the organization you choose, state the job for which you'd like to be considered, and ask to come in for an interview.
5. Go to your interview, get hired (hopefully!), and determine your schedule.
6. Once you are hired, attend an orientation session – please contact Kathryn Redmond at [redmo805@regis.edu](mailto:redmo805@regis.edu) or [cbws@regis.edu](mailto:cbws@regis.edu) or 303-458-3550 to set up an individual meeting in Main Hall 214. **You are not eligible to start work until the Center for Service Learning has been made aware of your hiring! You also MUST give Kathryn your agency's name, supervisor's name and contact information ASAP.**
7. Once you are hired, please turn in Financial Aid paperwork to the Financial Aid office on the 4<sup>th</sup> floor of Main Hall.
8. Before you begin working **YOU MUST** turn in your Release Form (pg. 13), Personal Conduct Agreement (pg. 14) to Kathryn in Main Hall 214. Kathryn will also explain the payroll system to you at this time so it is important to meet with her before working.
9. Start work!
10. Turn in your payroll timesheets on the appropriate Fridays (pg. 9) to Main Hall 214. You'll find the appropriate mailbox near the reception desk as well as logging your hours on WebAdvisor under the Employees tab.

## COMMUNITY-BASED WORK STUDY OVERVIEW

- ❖ The amount of Work Study money that you have been awarded is the amount that you are eligible to earn during the school year. You **cannot** earn more money than your award. Any money not used by the end of the school year is lost and does not carry over into the next year. You must stop working on May 1, 2015.
- ❖ **The program does not continue into the summer.**
- ❖ There are a limited number of spaces available to participate in this program and hundreds of students eligible. You need to work hard to secure a job in a timely fashion if you hope to participate.
- ❖ It is strongly recommended that you work up to 8 hours per week to participate in the CBWS Program.
- ❖ You may work up to 20 hours per week during the times that Regis classes are in session. You do not have to work over fall, winter or spring break, but you may choose to do so and are eligible to work 40 hours per week during these times. Work with your site supervisor to determine your schedule during the breaks. You cannot continue your work into the summer months.
- ❖ You are the one who is ultimately responsible for keeping count of the amount of money that you earn and ensuring that you do not work in excess of the amount of Work Study money you've been awarded. Determine in advance how you will spread your hours over the course of the year to align with your scholarship money. Figure your hours properly; your organization will depend upon you once you've started working for them.
- ❖ **You must commit to an organization for the full academic year.**
- ❖ Your organization is your employer, and if you have issues, you need to try to work them out with your supervisor at your site. Should you choose to leave a job, you are expected to give at least two weeks notice.
- ❖ Agency supervisors ultimately determine if they think you'd be a good match for the organization or not and also have the right to dismiss you for any reason (barring discrimination).
- ❖ As this is a Federal Program, there is a very strict division between church and state. Regardless of the organization you are working for, you may not practice religious

proselytizing, care for church property, or become involved in partisan politics. Your agencies are aware of this, and should not ask you to participate in such activities.

- ❖ Your site supervisor will be asked to complete an evaluation of your work before the close of the fall and spring semester. An example of the evaluation form is enclosed in this booklet.
- ❖ We also will be sending you evaluation forms at the end of each semester so that you can give us honest feedback about your agency and how your CBWS experience has been. We also will try to set up a check in once a year to see how things are going as well as a possible site visit.

## Regis College Undergraduate Calendar 2014-2015 Academic Year

Academic Calendar Fall 2014	
New Students Arrive	August 21
Classes Begin	August 25
Labor Day (Regis Closed)	September 1
Mass of the Holy Spirit (10:50 a.m. classes do not meet)	September 11
Fall Faculty Conference (No Classes)	October 3
Mid-semester Break	October 13-14
Thanksgiving Holiday	November 26- November 30
Final Exams	December 8-12
Commencement	December 13
Academic Calendar Spring 2015	
Classes Begin	January 12
Martin Luther King Day (No classes)	January 19
Spring Break	Feb. 28 - March 8
Easter Break	April 3-5
Final Exams	April 27-May 1
Baccalaureate Mass	May 2
Spring 2014 Commencement	May 3

## HOW TO GET PAID

- ❖ You must submit timesheets every two weeks to the Center for Service Learning in Main Hall 214 in order to be paid. Timesheets must be submitted by the date listed on the Student Payroll Schedule (always falls on a FRIDAY) for the period listed if you want to be paid for your time worked. **Timesheets should be submitted by 4 p.m. on the appropriate Fridays.** Late timesheets will push your paycheck back by two weeks. Take note of the Student Payroll Schedule (pg. 9). This will list the pay periods, dates that timesheets are due, and the pay dates for the 2014-2015 academic year.
  
- ❖ Print off your CBWS timesheets online at <http://regis.edu/~media/Files/RC/Service%20Learning/timesheet.ashx>. Fill out, sign, and have your agency supervisor sign your timesheet every pay period. Make sure that the dates on your timesheet correspond with the dates for that pay period. Unsigned timesheets will not be accepted.
  
- ❖ On the Fridays that timesheets are due, go to Main Hall 214 and turn in your CBWS time sheet that was signed by your community agency supervisor in the mailbox labeled "Work Study Timesheets". Paper timesheets **MUST** be submitted by 4:00pm on Friday. If you work Friday evenings, special arrangements must be made.
  
- ❖ In order to get paid, you must also enter your hours online into WebAdvisor. **\*\*You must turn in your paper copy of your timesheet which was signed by your community supervisor BEFORE you complete your online timesheet. We cannot process your online timesheet without your paper timesheet to verify your hours. You have until 11:59pm on Friday after you turn in your paper timesheet to complete your online timesheet.\*\***
  
- ❖ How to log your hours online in WebAdvisor:
  - Log into [webadvisor.regis.edu](http://webadvisor.regis.edu)
  - Enter the Employees menu
  - Enter Time Entry
  - Check the box for the position
  - Enter in your time in terms of hours worked and click Submit. You can enter on a daily, weekly, or bi-weekly basis as long as it is submitted before the pay period is over. When all time has been entered and is ready to be submitted to your supervisor, click the box next to the statement: "Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval."

- Note: The Time Entry Status of “Not Complete” means that it has not been submitted to your supervisor. Time should only be submitted to your supervisor when all time worked for that period has been entered.
    - An email will automatically be sent to your supervisor letting them know you have submitted a timecard. Your Time Entry Status is now complete.
  - PLEASE NOTE: You must be using Internet Explorer version 9 or Firefox. If you need instructions on how to install a newer version of your web browser, please contact the Help Desk at ext. 4050.
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- ❖ On payday, pick up your paycheck at the Cashier’s Office in the basement of Main Hall **or** work with the Cashier’s office to have your check directly deposited into your bank account.
  - ❖ Please contact Shirley Archuleta (Payroll Specialist, at 303-458-4369 or [sarchule@regis.edu](mailto:sarchule@regis.edu)) if you have any questions regarding how to log your hours online or regarding the amount you’ve been paid.
  - ❖ Do not let timesheets pile up. Each period in which you work you should complete a timesheet. Late timesheets create an administrative nightmare for three separate offices at Regis. Please be considerate and submit your timesheets on time.
  - ❖ **Multiple late timesheets will be grounds for termination!** Please turn them in on time.

## 2014/2015 Student Employee Payroll Schedule

<u>PAY PERIOD</u>	<u>FINAL DATE TO SUBMIT</u>	<u>PAY DATE</u>
<b><u>FALL 2014</u></b>		
<i>*(1 wk fall)</i>		
*08/23/14-08/29/14	8/29/2014	9/5/2014
08/30/14-09/12/14	9/12/2014	9/19/2014
09/13/14-09/26/14	9/26/2014	10/3/2014
09/27/14-10/10/14	10/10/2014	10/17/2014
10/11/14-10/24/14	10/24/2014	10/31/2014
10/25/14-11/07/14	11/7/2014	11/14/2014
11/08/14-11/21/14	11/21/2014	11/28/2014
11/22/14-12/05/14	12/5/2014	12/12/2014
12/06/14-12/19/14	12/19/2014	12/26/2014
12/20/14-01/02/15	1/2/2015	1/9/2015
<b><u>SPRING 2015</u></b>		
01/03/15-01/16/15	1/16/2015	1/23/2015
01/17/15-01/30/15	1/30/2015	2/6/2015
01/31/15-02/13/15	2/13/2015	2/20/2015
02/14/15-02/27/15	2/27/2015	3/6/2015
02/28/15-03/13/15	3/13/2015	3/20/2015
03/14/15-03/27/15	3/27/2015	4/3/2015
03/28/15-04/10/15	4/10/2015	4/17/2015
04/11/15-04/24/15	4/24/2015	5/1/2015
*04/25/15-05/01/15	5/8/2015	5/15/2015
<i>*(1 wk spring)</i>		

For some students this is one of the first jobs, if not the first job you have held. While the CBWS Program turns out to be a wonderful experience for many Regis students who engage in it, students sometimes feel challenged in their workplace setting. In order to get the most out of your CBWS job, it is important that you learn how to communicate effectively with your immediate agency supervisor and not be afraid to share your ideas, your needs, and your concerns with them. Here are a few tips to help you out in communicating effectively in your workplace:

### Tips for Effective Communication by John Robinson

1. Focus--When someone is talking to you, STOP what you are doing and thinking. Face the person talking, devote 100% of your attention to both the person speaking and to what is being said.
2. Listen--Don't just "hear" the words being spoken. Listen to what and how the statements are being said. Observe body signals and facial expressions.
3. Attention--Don't let your mind wander. Let the person finish what they are saying, then take a few seconds to think about what your response will be.
4. Paraphrase--When the person is finished speaking repeat back in your own words what you heard. Ask the person if you have an understanding of what they said.
5. Empathy--Be aware of the other person's needs. Everybody has different needs, wants and desires. Be cautious about substituting your needs for theirs.
6. Ask--Don't tell. Telling quickly gets the other person on the defensive. Save your comments and guidance until you totally understand the question and the situation.
7. Be Open. --Don't criticize, pass judgment or preach. Make objective conclusions about alternate ideas, people and situations. Be careful of attaching or offering your values too quickly, if at all.
8. Advise--Watch the temptation to "give" advice. Only "offer" advice. It's always better to say something like "I suggest we..." and not "Here's what you need to do".
9. Trust--Is what open and honest communication is all about. Without trust teams can't function properly, people will lose respect for each other. Without trust you are building a house of cards that will eventually tumble down. With trust teamwork and cooperation are much easier to achieve.
10. Equity--Both parties must feel equal. While at first reading this may seem an unusual requirement in the Supervisor and Direct Report relationship. However even

in this situation the relationship should be equal on the personal level. By using equality in speaking, you avoid the dreaded condescending speech.

11. Comfort--While stress and tension may be surrounding the conversation learn to be comfortable with yourself and the message you are about to deliver.
12. Interest--Strive to have a genuine interest in others. Everyone has a story to tell and most of the time it is an interesting one! Talk in terms of what the other person is interested in. The familiar quote of "In order to be understood, we must first seek to understand others" is very true. Practice it.
13. Motivate--Always be looking for ways to motivate others. Use positive reinforcement often. Look for ways to offer praise and recognition.
14. Humor--Take life seriously, not yourself. Life is too short to go without a constant stream of humor. Look for it.

*John Robinson brings over 20 years of management experience at the Mid to Sr. Level in Fortune 100 companies. He knows and understands the "real world" of business and the challenges you face. He can be contacted at [www.TrainingConnections.ORG](http://www.TrainingConnections.ORG)*



### Community Based Work Study Student Evaluation by Agency

Student's Name: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

#### Evaluation of Student:

Please rate the student in the categories below. Please rank using the following scale:

- 5 = Student exceeded expectations
- 4 = Student met all expectations
- 3 = Student met most expectations
- 2 = Student failed to meet most expectations
- 1 = Student failed to meet all expectations

	5	4	3	2	1	N/A
The student showed up to work on time and on a consistent basis						
The student came to work prepared and dressed appropriately						
The student took ample initiative						
The student showed effective management of time						
The student completed tasks well						
The student showed good communication skills						
The student was easy to work with						
The student worked easily with others						

1. What is your honest overall evaluation of the student?
2. What difference or impact do you feel the student had on your agency?
3. What was exceptional about this student?
4. What problems/challenges, if any, did you encounter with the student?
5. Do you feel the student lived up to his/her commitment and your expectations?
6. Please feel free to provide any additional feedback or comments about the student.

Agency Supervisor

Date

Work Study Student

Date

**REGIS UNIVERSITY**  
**Release Form**

- ❖ As a condition of participating in the Community-Based Work Study Program, I hereby acknowledge that I have had the opportunity to determine the nature of the activity and the manner in which it will be conducted, including the risks associated with my participation.
- ❖ I understand that my participation in this activity is voluntary, not required, and that a decision not to participate will not impede or impair my educational progress.
- ❖ Having received knowledge, information, and recommendations concerning this activity or having waived the right to obtain additional information and knowledge, I hereby personally assume all risks in connection with activity named above.
- ❖ I release Regis University, its instructors, agents, employees, operators, officers, and trustees from liability for any harm, injury or damage which may befall me while engaged in this activity, traveling to or from the activity site, or arising from my presence at the site or in the site vicinity, including all health, emergency health treatment and other risks connected therewith, whether foreseen or unforeseen, and whether arising from the negligence of Regis University, its instructors, agents, employees, volunteers, operators, officers and trustees.
- ❖ I further agree to save and hold harmless the University and the above persons from any claim by me, by my family and estate, my heirs or assigns, personal representatives, and insurers arising out of this activity and circumstances and my participation in it.
- ❖ It is my intent to release any and all claims of any kind whatsoever against Regis University, its instructors, agents, employees, operators, officers, trustees, insurers, and indemnitors.
- ❖ I have read this document in its entirety and understand its contents and import. I understand that the terms of this document are contractual and not a mere recital, and that I have been advised to obtain legal advice before signing this Release.

I have signed this document as my own free act.

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Participant signature and printed name Date

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Parent or Guardian's name and signature if participant is under age 18 Date

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Student ID Number

**REGIS UNIVERSITY**  
**Personal Conduct Agreement – Community-Based Work Study**

This Agreement formally recognizes that \_\_\_\_\_ (organization) and Regis University are active educational collaborators, committed to providing learning opportunities for participants in Community-Based Work Study.

The University liaison will, in consultation with the organization listed above and participating students, approve an individual learning contract for each student describing the nature of the student's required work and the student's duties and responsibilities with respect to the project, and will monitor the performance and progress of the student's work.

Participating students are accountable to the Regis University liaison for their conduct for the duration the Community-Based Work Study position.

Participants are obliged to maintain the confidentiality of any information designated by the organization listed above as confidential.

Participating students are obligated to report changes in work duties, supervision, or problems in the workplace to the Regis University liaison.

Violations of the conduct codes, laws, or provisions listed herein may result in penalties including but not limited to participation in the Community-Based Work Study Program. Further, any participant who violates these standards will remain liable for any and all expenses related to the participant's participation, as well as the amount of costs incurred by Regis resulting from, in any way, the misconduct of the participant.

Regis University is not responsible for providing legal assistance to students who violate or are accused of violating laws while participating in this program.

The University requires that all participants carry health insurance coverage under the University's health insurance program or under a comparable accident and sickness health insurance plan.

Unless specifically stated to the contrary in writing, participants are required to provide their own transportation for off-campus program activities. The University will assume no obligation to provide assistance with transportation to and from the off-campus site. Students assume all liability associated with their transportation to and from, and attendance at, off-campus experiences related the Community-Based Work Study Program.

I have read and understood the above requirements for my participation in this program.

\_\_\_\_\_  
Participant signature and printed name Date

\_\_\_\_\_  
Parent or Guardian's name and signature if participant is under age 18 Date

\_\_\_\_\_  
Student ID Number

REGIS UNIVERSITY  
WORKERS' COMPENSATION PROGRAM

In order to begin work, you must have signed a Workers' Compensation form in the Financial Aid Office. For more information or questions about procedures please contact Nate Smith:  
[nsmith001@regis.edu](mailto:nsmith001@regis.edu) or 303-458-4239.

# STUDENT TIMESHEET

*Due in Center for Service Learning, Main Hall 214, by 4:00 p.m. Friday*

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Supervisor Name (Printed): \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

Week of: \_\_\_\_\_

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Total Hours:							

Total Hours Worked for Week #1: \_\_\_\_\_

Week of: \_\_\_\_\_

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Total Hours:							

Total Hours Worked for Week #2: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Total Hours: \_\_\_\_\_ Date: \_\_\_\_\_

This signature certifies that the hours are correct and that the work was performed in a satisfactory manner.

Note: Federal, State and Regis policies prohibit student employees from working more than 20 hours per week during periods of enrollment. Timesheets that show more than 20 hours per week WILL NOT BE processed.