



# Office of Financial Assistance & Planning

## FAQs – Rules and Regulations

### What is the Work Study Program?

The College employs students on a part-time basis to assist in the daily operations and/or ad hoc projects of the administrative and academic offices of the College.

### Are there advantages to participating in the Work Study Program?

Work Study jobs offer more flexible schedules than most off-campus jobs, putting your education first. Also, you will get on-the-job experience that will give you an edge in the job market after graduation and valuable references for the future. Finally, this is an opportunity for you to earn money to help you with your college and/or your living expenses. Although you can spend your earnings any way you wish, keep in mind that over a period of 4.5 years of continuous employment, you could save a considerable amount towards your graduate education.

### How do I search and apply for a Work Study position?

Work-Study jobs are available in various campus departments including the library, administrative offices, Athletics and laboratories. You may view a list of all offices under the Work Study Program through the Career's Portal.

- Students may apply online throughout the year by visiting the Work Study Application page on the college website ([www.acg.edu/work\\_study\\_program](http://www.acg.edu/work_study_program)). Prospective student employees should read the eligibility requirements carefully prior to the application submission as the criteria are different for Greek, European, US-Canada and other non-European students. The application page also includes the list of documents needed and other important notes to be considered.
- The Financial Assistance & Planning Office does not appoint students in work study positions as there is a database available to facilitate all offices with the selections process. Upon completion of the interviews process between the interested office and the student(s), the prospective work study employee(s) is sent to the Financial Assistance & Planning Office, which notifies Human Resources for the completion of the hiring process, provided the eligibility requirements are met and the Work Study Application is completed.
- There is no specific waiting period for students to get hired; **if needed**, Work Study candidates may contact the office(s) of their preference directly to state their interest.

### Who qualifies for work-study?

In order for students to be eligible to apply for the Work Study Program, they must:

- maintain a minimum College Cumulative Index of 2.00/4.00
- register for a minimum of one course per semester/session, while employed
- be at least 18 years of age



### **Are graduate students eligible to apply for the Work Study Program?**

Yes, the Work Study Program is available to both undergraduate and graduate students.

### **How long is a Work Study position?**

Work Study employees work under fixed-term contracts the duration of which correspond to the Semester/Session end/begin dates as announced on the College Academic Calendar. Renewal of contracts is possible.

### **Can I change a Work Study position or working program?**

Yes, when **your contract is terminated**. You may not change positions after you have signed your contract for a specific semester/session /term as this would affect the offices' operations negatively and your name will have been announced to the Ministry of Labour.

### **What types of on-campus jobs are available under Work Study?**

Mostly clerical work (general duties). Work Study positions are "pre-professional" in nature - good experience for learning the basics of a career. Some are related to recreational pursuits, some related to business, science, or other career fields.

### **Are all jobs on campus and do I have to be registered while employed?**

Yes, all jobs are on-campus. **Some positions may be available at the Alba Building as well.** You need to be registered for at least one course while employed.

### **Can I work two Work Study jobs?**

Yes, provided you do not exceed the limit of 15 hrs./week and your daily working schedule is continuous as no student employee can be employed at two different time spans during the same day (e.g. 9.00-11.00, 15.00-17.00).

### **How many hours can I work?**

Working hours are arranged between you and your supervisor and cannot exceed 15 hrs./week.

### **If I have questions on Work Study, who can I contact?**

For any questions, feel free to contact the Financial Assistance and Planning Office (Tel. 210 600 98000/9 | ext. 1305, 1306, 1727 | [financialassistance@acg.edu](mailto:financialassistance@acg.edu) | DERE, 2nd Level, Rm. 207).

### **What are my obligations as a Work Study Employee?**

As all Work Study employees are announced at the Ministry of Labour, you must:

- Arrive at work on time and notify your supervisor as soon as possible if you will be late or unable to work. Your working schedules should not be considered as typical but as obligatory and should be strictly upheld according to the Greek Labour Law.
- Avoid doing any personal business, like side hustles during your shift.
- Comply with the instructions of their superiors.
- Dress appropriately and be polite.
- Show confidentiality and discretion.



### **What are my obligations at the first week at work?**

- On the first day of the announcement of your employment or few days before, the Office of Human Resources will send you three (3) official documents: the E3 Form, your Contract and, the Terms of your Contract. Your obligation is to sign all these documents and send back to the Office of Human Resources by email or by interoffice mail at your earliest convenience.
- In case you are not owner/beneficiary of a bank account in National Bank of Greece, you need to open one and send to the Office of Human Resources the account number/IBAN by email to [hr3@acg.edu](mailto:hr3@acg.edu). Below you can find the procedure for opening a bank account at the NBG.
- We would like to have the information regarding your vaccination for COVID-19.
  1. If you are vaccinated: date of vaccination and the vaccine brand,
  2. if you are infected: date of infection,
  3. if you are not vaccinated you should follow the current state guidelines of the weekly rapid tests for COVID-19
- You should arrange an appointment with the ACG Employment Doctor in order to get the “Fit for Work Verification”. Please click on the link [Appointment with the Employment Doctor](#) to schedule a 10 minute appointment according to the timetable that is shown on the platform.

### **When and how will I get paid?**

Your wages will be deposited into your National Bank of Greece (NBG) account the last working day of each month. In case you do not have an NBG account, you may easily acquire one. You may click [here](#) and [here](#) for details. If needed, the Office of Human Resources will provide you with an employment certificate so that you can register for a payroll account (after hiring).

### **How can I calculate my Work Study earnings?**

The remuneration is €5 gross for each working hour. In order to calculate the total amount of gross earnings you will receive by the end of the period, you need to multiply the hourly wage by the total working hours. The final gross earnings are deducted from insurance and taxes, according to the Greek Labour Law.

The total amount that arises during your contract includes the proportional fees provided by Greek Labour Law (Christmas, Easter, Annual Leave bonus plus the days of annual leave allowance).

### **How much will I earn on my paycheck?**

The monthly salary is different for each student assistant because is based on the total working hours and days that were agreed for the entire period. At the end of each period you will receive the full agreed amount deducted from the insurance contribution and the corresponding income tax.

### **Is Work Study money taxable?**

Certainly, they are subject to payroll taxes (FMY) and other contributions defined by Greek Labour Law.



**Can my earnings be automatically credited towards my tuition or other college charges?**

No, the money you earn from working through the work-study program must be paid directly to you. Then, if you choose, you may use that money towards your tuition and fees.

**Does the college verify student employment participation to third parties (banks, future employers, etc.)?**

Certificates of employment can be issued upon request at the Office of Human Resources.

**How can I be absent?**

Under certain circumstances, you may be eligible for sick leave or be absent due to academic obligations. Student employees should make up these missing hours. In case of sick leave you need to submit public doctor's/hospital's certificate. This certificate should be sent to Human Resource Office ([hr3@acg.edu](mailto:hr3@acg.edu)) and to the Financial Assistance and Planning Office ([financialassistance@acg.edu](mailto:financialassistance@acg.edu))

**How can I resign?**

Under certain circumstances, if you have to resign from your job, you should inform the head of your department at least 7 days before your last working day.

Moreover, you should sign electronically and return, in time, the required forms that will be sent to you by the Office of Human Resources. In this case your remuneration will be adjusted based on your total working hours until the resignation date.

The College is an equal opportunity employer, and does not discriminate on the basis of age, gender, colour, race, nationality, ethnicity, faith, disability, sex, marital status, or sexual orientation. The College strives to maximize valuable talent and potential, and eliminate unconscious bias, prejudice and stereotyping in the workplace.

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