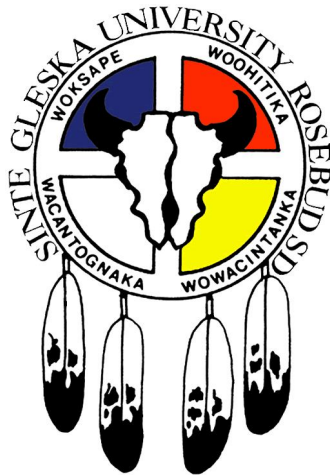


SINTE GLESKA
UNIVERSITY



FEDERAL
WORK STUDY
PROGRAM

SINTE GLESKA
TRIBAL CHARTER

Sinte Gleska University is chartered by the Rosebud Sioux Tribe to provide post-secondary level education on the reservation. It is also chartered as a non-profit education corporation under the state law of South Dakota. The tribal charter specifically grants the University the right and authority to grant degrees to those students who complete the required courses of study. The authority of the Rosebud Sioux Tribe to grant such a charter is specifically set out in the Rosebud Sioux Tribe Constitution, which was adopted pursuant to the Indian Re-organization Act of 1934 and approved by the Bureau of Indian Affairs.

MISSION STATEMENT

The Sinte Gleska University mission statement addresses instruction, public and tribal service, economic development, and cultural fulfillment through nation building: **Sinte Gleska University strives to build a healthy tribal nation and sustain cultural identity by developing critical-minded lifelong learners who promote dialogue and analysis, value diversity and provide leadership.**

VISION STATEMENT

And the vision statement similarly describes lofty aspirations: **SGU looks to strengthen the Sicangu Nation through higher education opportunities that promote indigenous models of teaching, research in tribal economic development and use of the Lakota language.**

LOCATION

Sinte Gleska University is located on the Rosebud Sioux Reservation, which covers an area of 5,337 square miles within south-central South Dakota. The Reservation population, which the University serves, about 12000 people, is dispersed over this large service area. In order to address the problem of transportation over such distances the University has instituted a dispersed learning model in which classes are taught in the key reservation communities of Mission/Antelope, Rosebud, St. Francis and Winner. Upon request, classes are offered in other communities on a credit/non-credit basis.

HISTORY OF SINTE GLESKA UNIVERSITY

In response to a system of education on the Rosebud Reservation that has long failed to recognize the importance of Lakota language and culture, a feasibility study was conducted in 1968, which showed adequate numbers of post-secondary students to warrant the establishment of an Indian junior college on the Reservation. In 1969, the Rosebud Sioux Tribal Council passed a resolution in support of a junior college program and so, Black Hills State College in Spearfish, S.D. and the University of South Dakota in Vermillion, S.D. were contacted to begin arrangements for accreditation of selected courses.

In 1970, an all-Indian Board of Directors was established, the following year, Sinte Gleska College, named for the Lakota leader who led the fight for the education and independence of his people, was granted a charter by the Rosebud Sioux Tribe. Two years later the South Dakota Board of Regents approved the various Associate degrees to be offered at Sinte Gleska College in affiliation with Black Hills State College and the University of South Dakota. The first Associate degree was awarded in 1973. The first B.S. degree candidate at Sinte Gleska College graduated in 1980.

On January 31, 1983, Sinte Gleska College was granted accreditation by the North Central Association of Colleges and School at the associate and bachelor degree levels. With this historic action, Sinte Gleska College became the first reservation-based, tribally controlled college in the country to be accredited at the baccalaureate program level. In February 1992 Sinte Gleska College became Sinte Gleska University through a special traditional Lakota naming ceremony. Continued accreditation was also granted through the North Central Association of Colleges and Schools.

PURPOSE

The purpose of the Federal Work Study Program is to promote and expand part-time employment opportunities for students who require additional funds in order to attend Sinte Gleska University. Sinte Gleska University will utilize all the positions available on FWS for jobs within the university.

STUDENT ELIGIBILITY

Students enrolled in at least six credit hours per semester in an approved course of study and in academic good standing at Sinte Gleska University and who have a demonstrated financial need may be eligible to participate in the Federal Work Study Program, employment priority maybe given to full-time students. Students must apply for and establish Federal Work Study Program eligibility through the Sinte Gleska University Financial Aid Office.

REQUESTING EMPLOYEES

Any Sinte Gleska University department/office may submit a formal written request to the Sinte Gleska University Financial Aid Office (FAO) for a University Federal Work Study Program employee or employees. This request must include a brief job description for each job type and further designate the supervisor for each job. First requests come first served.

REFERRING EMPLOYEES

The Sinte Gleska University Financial Office in accordance with the proposed job requirements and the individual capabilities and personal interests of the students shall refer student's employees to the various institutional department/offices and off-campus agencies. To the extent possible, students will be referred in accordance with their stated employment preferences. Non-referred students may not be considered for employment until approved by the Sinte Gleska University FAO.

HIRING EMPLOYEES

The institutional department/office or off-campus makes the decision as to which student best fits the proposed job requirements. Prospective employees should be interviewed by the institutional department/office or off-campus agency to ensure that the student understands the job duties and work performance expectations plus any specific policies and procedures stemming from such employment.

Once a selection has been finalized, the designated supervisor must sign the Federal Work Study Program Authorization Card, which indicates the period of employment, the maximum student earnings limit and the job description. Students are responsible for returning all documents to the SGU FAO. Students may not begin work until all required forms are signed, completed and returned to the FAO.

20% EARNINGS CONTRIBUTIONS

The Federal Work Study Program defrays 80% of the student earnings while the institutional departments/offices are required to contribute 20% of said amount. SGU will pay the 20% earnings contribution for students employed within institutional departments/offices.

EARNINGS

Federal Work Study Program employees are to be paid only for actual working hours at the current rate equal to the federal minimum hourly wage, or what is stated on the Authorization Card. The SGU Business Office, disburse FWS checks according to their policies. Federal Work Study Program employees may not receive holiday pay or administrative leave. Students that have continued on FWS from year to year may be paid a higher hourly rate. Certain jobs within the intuition, that require certain skills/job requirements, may be paid a higher salary.

LIMITATIONS ON EARNINGS

Students are limited to a maximum of FWS earnings as determined by the SGU FAO based upon the estimated student financial need. A student who has earned the maximum amount for which he/she is eligible or awarded will be terminated from employment unless the student can demonstrate greater financial need to justify more hours than they were awarded. Students are limited to 8 working hours per day and not more than 20 hours per week when classes are in session at SGU. Students may work 40 hours per week when classes are not in session or during the summer month, spring break, or between semesters, upon approval by the SGU FAO. Supervisors need to request their work-study students be allowed to work extra hours, in writing to the FAO. At no time will a student be allowed to work in excess of the authorized daily or weekly hours without the consent of the SGU FAO. Supervisors will be responsible for monitoring the maximum earnings/hours for each student on the Federal Work Study Program. If a student works over 20 hours per week or 40 hours per pay period, the department will be charged for the additional hours worked. They must be paid for hours worked.

TIME SHEETS

Federal Work Study Program employee time sheets are due in the SGU Business Office on a bi-weekly basis and must be signed by the student and supervisor. Students may not “average” or “carry-over” working hours during a payroll period or an award period. Students are responsible for securing the supervisor’s signature and for submitting the time sheet to the SGU Business Office in a prompt and accurate manner.

WORK SCHEDULES

The student and supervisor should agree on a weekly work schedule that reflects both the academic related needs of the Federal Work Study Program employee and the job related needs of the institutional departments/office(s). Work schedules should be developed so that the student is available to work the major portion of the semester. Supervisors should obtain a class schedule from the student to ensure that work is not performed during any time when the student is scheduled to be in class. To the extent possible, students will be placed on jobs according to their stated majors.

FEDERAL WORK STUDY DEDUCTIONS

FICA and Medicare are mandatory deductions from Federal Work Study earnings. Federal Income tax may be deducted based on the completion of a W-4 form.

TERMINATION OF EMPLOYMENT FOR WORK STUDY EMPLOYEES

Students may be terminated from the Federal Work Study Program employment positions for one or more of the following reasons:

1. The student has earned an amount equal to, or in excess of the maximum award limit;
2. The student is no longer in academic good standing;
3. The student is no longer enrolled in at least 6 credit hours;
4. The student fails to satisfactorily perform the required duties outlined in the job description;
5. The student does not show up for work or is continuously late for work without calling in or notifying supervisor.

Students should be contacted by the department supervisor and discuss individual circumstances, prior to termination. If a Federal Work Study employee is terminated, a letter should be mailed to the student and the SGU FAO.

A terminated Federal Work Study Program employee may be eligible for subsequent employment provided funds and positions are available and provided the student is eligible to continue participation in the program.