

Federal Work Study Handbook

INTRODUCTION

The Federal Work-Study (FWS) program is a federally funded part-time employment program used to assist students in meeting their financial obligations to the College and to encourage community service involvement. FWS is intended to off-set the cost of the student's education. Students are selected by the Office of Scholarships and Financial Aid and generally work on campus. There are a few off campus positions located at our community service sites. Students are awarded and assigned regardless of age, disability, sex, national origin, race, or religion. FWS provides students the opportunity to earn part of their educational expenses and to gain valuable work experience for future reference. To the maximum extent possible, the College will provide FWS positions that will compliment and reinforce each student's educational program or career goals.

The FWS Handbook is designed to give detailed information about the program and to explain the policies and procedures that students and supervisors must adhere to while participating in the FWS program. It also provides necessary information for students and supervisors regarding all aspects of the FWS program as well as defining the terms and conditions that are binding upon the acceptance of the award for the student and acceptance of a student worker for the supervisor. Compliance with regulations is essential for the continuation of the program. Failure to comply with guidelines could result in termination from the program.

The staff of the Office of Scholarships and Financial Aid is committed to providing the student and supervisor with quality services. The Office of Scholarships and Financial Aid ensures that the program follows State, Federal, and/or College guidelines.

For more information about the FWS Program and how to apply, please read the Federal Work-Study Handbook.

Questions concerning the FWS program should be directed to:

The Office of Scholarships and Financial Aid

Student Services Building , 1st Floor

Telephone: (828) 327-7000 Ext. 4220

Email: jarcher@cvcc.edu

****Information contained in this handbook is subject to change based on federal regulations.**

ELIGIBILITY CRITERIA

For a student to qualify for the FWS program, the student must meet the following criteria:

- Demonstrate financial need as determined by a completely processed Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA.
- Be enrolled or accepted for enrollment.
- Maintain satisfactory academic progress according to financial aid policy.
- Be a citizen or permanent resident of the United States.
- Have a social security number.
- Not working in a religious oriented facility.
- Not working in a position involved in profit making.
- The student's position under the FWS program must be free from political involvement.

HOW DO I APPLY FOR FWS?

If you are interested in applying for an FWS position, you must submit a Federal Work-Study Application to the Office of Scholarships and Financial Aid. The FWS Coordinator will contact you by email as vacant positions become available. The FWS program has a limited budget and positions are not guaranteed to everyone that applies.

WORK SCHEDULE AND TRAINING

Work-study positions are excellent training opportunities and provide valuable work experience. Students should treat FWS positions like regular employment. Supervisors should discuss and set the student's work schedule during the interview process to ensure that the work schedule is conducive for all parties. The student's work schedule may vary based on the student's class schedule and the needs of the supervisor. If a situation occurs that prevents the student from reporting to work on time or not reporting at all, the student should contact the supervisor and inform them of his/her absence or tardiness. The supervisor should explain the job responsibilities and the performance expectation during the interview and provide the student with the appropriate level of training and supervision needed to perform the job.

JOB DESCRIPTIONS

While student employment on campus is a learning experience for many, it is still a job and carries all the responsibilities of a regular job. Federal regulations require the Office of Scholarships and Financial Aid to have a job description on file for each position in which a student is employed. The supervisor is responsible for compiling the job description for each position that requires different duties. The job description provides a written record for both the student and the Office of Scholarships and Financial Aid by outlining the expected duties and responsibilities of the position. It also advises the Office of Scholarships and Financial Aid of any special skills or qualifications a supervisor might request the student to possess. The supervisor is responsible for providing the student with a copy of the job description. Students will not be assigned until a job description is on file in the Office of Scholarships and Financial Aid.

COMMUNITY SERVICE

Students employed under the FWS program may work in positions classified as community service. The College highly encourages students to participate in community service positions. A community service position is designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

Community Service positions may include tutoring, counseling, supporting educational and recreational activities, crime and safety prevention, health care, literacy training, and community improvement.

EMPLOYMENT FORMS

Students employed under the FWS program are required to complete a Federal and State withholding form. Taxes are not deducted from the student's wages during the Fall and Spring semesters. All work-study students must complete an I-9 form. The I-9 form is maintained in the student's file in the Office of Scholarships and Financial Aid.

BACKGROUND CHECK

Catawba Valley Community College is committed to providing a safe and secure environment for its students, staff, college visitors, and constituents, as well as a setting in which the College's assets are protected. For this reason, federal work-study students are subject to the College's receipt of a satisfactory background report to facilitate informed hiring decisions. Background checks are performed by the Human Resources Office.

CONFIDENTIALITY AGREEMENT

Student employees may have access to confidential records such as grades, tax returns, test scores, and other information. Students must treat information seen with all the respect and privacy as an employee. All students must sign a Confidentiality Agreement with the Office of Scholarships and Financial Aid before beginning work.

FEDERAL WORK-STUDY CONTRACT

All students awarded FWS as part of their financial aid package will be required to have a FWS contract on file. Students who have been awarded FWS will be assigned a position through the Office of Scholarships and Financial Aid. Work Study jobs are available in various offices and departments throughout the College. The Office of Scholarships and Financial Aid attempts to make assignments based on skills, career interest and/or program of study. Supervisors are responsible for interviewing the student to ensure that the student has the necessary qualifications for the position. The student must report to the Office of Scholarships and Financial Aid to receive the FWS Contract. The form indicates the department the student is assigned, the supervisor's name, the dates of the work assignment, and the rate of pay along with the student's earnings limit. A student cannot begin working until the contract is complete.

THE OFFER LETTER

The student's offer letter indicates the amount of assistance awarded to the student for a specific academic period. Students should review their award to ensure that FWS was awarded. The offer letter will indicate the amount of funds a student can earn each semester.

TIME SHEET

The supervisor must ensure that each student completes a time sheet for submission to the Office of Scholarships and Financial Aid monthly. The time sheet should reflect the total number of hours worked. If a student does not work, the supervisor must submit a time sheet indicating zero (0) hours for the pay period. Under no circumstances should total hours worked exceed the earnings' limit stipulated on the FWS Contract.

The time sheet should be completed electronically, printed out, and signed by the student and the supervisor. FWS timesheets are emailed to the student. Supervisors should retain a copy of the student's time sheet for their record. Time sheets are due to the Office of Scholarships and Financial Aid on the last business day of the month. Federal regulations require the student to be paid monthly. If a time sheet is received late, the student will be paid on the next payroll.

Time sheets that are illegible, incorrect, late, not signed by the supervisor or student, will not be processed for payment until the discrepancy is resolved. This may result with the student missing a pay date.

WAGE RATE AND PAYMENT

There is no maximum wage rate under the FWS Program; however, the College sets wage rates in accordance with the Fair Labor Standards Act. Wage rates are established by the Director and the Federal Work-Study Coordinator of the Office of Scholarships and Financial Aid. The wage rate is indicated on the FWS Contract. Students are paid monthly for the hours worked. Generally, students are paid on the 20th day of the month. FWS wages are disbursed by direct deposit.

Students Employed Under the FWS Program:

- Do Not Earn Sick Leave
- Do Not Earn Vacation Leave
- Do Not Get Holiday Pay
- Do Not Get Paid Overtime
- Are Compensated Only Hours Worked Not Exceeding Earnings Limit

WORK-STUDY EARNINGS

The amount a student is eligible to earn is indicated on the FWS Contract. It is the supervisor's responsibility to monitor monthly earnings to ensure the student does not exceed the total earnings limit. If the student exceeds the maximum award, the employing department will be responsible for 100% of the student's earning beyond the authorized award.

MAXIMUM ALLOWED HOURS

During periods of enrollment, a student shall not work more than his/her maximum earning limit. During periods of non-enrollment, such as semester breaks or during the summer, a student may not work more than his/her maximum earning limit. Students are not permitted to work during hours conflicting with scheduled classes, or when the College is officially closed. The Office of Scholarships and Financial Aid will not assume responsibility to pay more than the award, nor hours worked without approval from this office. If a supervisor permits a student to work more than the hours authorized, then it will be the Department's responsibility to compensate the student for the excess hours worked.

MAKE-UP TIME

During periods of enrollment where time is lost resulting from various reasons, students may be permitted to make-up time missed provided the total hours worked do not exceed the earnings limit, and the period of assignment.

TIME MANAGEMENT

It is very important that students know how to use their time wisely during enrollment. Students should know how to manage their time for class, work, and other responsibilities. Some students may find it difficult to work and devote time to school. Supervisors should work with students to develop a schedule that will work around the student's classes. Having a well-planned schedule helps the student set priorities and organize their time. Students should look for ways to get their job done efficiently and set goals or a timeline for what needs to be accomplished during the work period.

DRESS CODE

Students should always check with the supervisor for the position's proper dress code. Students must be aware of what they wear and know that their appearance reflects the place of their employment. The student's appearance should be neat.

TELEPHONE USE

Some jobs on campus may require student employees to answer the telephones. It is important that students use proper telephone etiquette in answering all calls that will leave the caller with a good impression of the College. Personal telephone calls should be minimal and cleared through the supervisor.

EXPIRATION OF ASSIGNMENT

The FWS Contract indicates the award period. When the assignment period ends, the student must discontinue his employment under the FWS program. If the student earns his/her total award before the end of the employment contract, the student will no longer be eligible for payment from FWS funds. Once the student has earned the maximum award, the student must be released from the assignment.

TERMINATION

Although infrequent, termination from the FWS program is possible. Before a student can be terminated, the supervisor must provide a written or verbal warning to the FWS student employee detailing the incident of infraction. If after the warning, termination is inevitable, the supervisor should notify the student and the Office of Scholarships and Financial Aid. If a student is terminated for any reason, the student will be removed from the FWS program for the remainder of the academic year. Exceptions to a written or verbal warning include, but are not limited to incidents such as theft, embezzlement, destruction of college property, threats or use of physical force, and any other violation of College, Federal, or State regulations.

If a student worker terminates his employment, the supervisor should notify the Office of Scholarships and Financial Aid. If a student employee is available, the Office of Scholarships and Financial Aid will fill the vacant position as quickly as possible.

The Office of Scholarships and Financial Aid reserves the right to terminate a student from the FWS Program. This is not a common practice; however, certain guidelines or requirements may warrant termination.

STUDENT'S RIGHTS

Students employed under the FWS program have the right to:

- Information regarding the award amount, rate of pay, average number of hours per week and general FWS policies.
- A job description explaining the duties and responsibilities of the position.
- A clearly defined work schedule with no hours scheduled during class time.
- Adequate training to perform the assigned tasks.
- A safe and sanitary work environment.
- Regular supervision and a review of work performed.
- A clear explanation of the procedures for recording hours worked on time sheet.
- A schedule of dates time sheets are due and pay dates.
- Instructions regarding procedures relative to when a student employee cannot report to work.
- Procedure for stating concerns relating to the assigned duties.

STUDENT'S RESPONSIBILITIES

- Student employees are expected to understand the specific job responsibilities as well as the supervisor's expectations and standards.
- Student employees are expected to arrange a mutually agreeable work schedule with the supervisor and work the hours assigned.
- Student employees are expected to notify the supervisor immediately if a scheduled work period must be missed.
- Student employees are expected to perform assigned tasks in an efficient, satisfactory and timely manner.

- Student employees are expected to perform duties consistently and in a professional manner.
- Student employees are expected to sign the monthly time sheet for submission to the Office of Scholarships and Financial Aid.
- Student employees are expected to report to work on time.

SUPERVISOR'S RESPONSIBILITIES

For most students, the FWS program is the first opportunity in seeking and obtaining employment. For this reason, it is important that you provide your student employee with adequate orientation, on the job training, guidance, motivation, open communication, and feedback.

AS A SUPERVISOR, LISTED BELOW ARE YOUR RESPONSIBILITIES:

- Ensure that no student employee is working without a FWS Contract.
- Provide the student employee with valuable training and experience that will complement and reinforce the student's educational program and/or career goals.
- Provide the student with a copy of the job description. It is essential that the supervisor clearly explains the job duties and performances expected of each student employee and provide sufficient opportunities for questions and clarification.
- Immediately discuss any problems with the student employee and provide assistance where needed.
- Monitor the total hours worked each month by the student employee to ensure the maximum earning or the maximum hours per week have not been exceeded. A supervisor's signature on the time sheet indicates that the supervisor has verified that the student has not worked more than the required hours and the student has not worked during class time.
- Ensure that the student's time sheet is submitted to the Office of Scholarships and Financial Aid on, or before, the last business day of the month. The supervisor should ascertain that all time sheets are signed by the student(s) and the supervisor.
- Discuss any problem with the student and aid where needed to improve the work performance.
- Notify the Office of Scholarships and Financial Aid if a student employee is terminated or has not reported to work.
- Submit Job Description(s) to the Office of Scholarships and Financial Aid.