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Preface

The purpose of this manual is to help students and supervisors understand the Federal Work-Study and Student Employment Network programs at Wor-Wic Community College. It should answer the students' and supervisors' questions regarding these programs and procedures. If clarification is needed regarding items included in this manual, please feel free to contact the Career Services Office.

Please note that Federal policies are subject to change. Each new academic year, both supervisors and Federal Work-Study students are given updated Policies and Procedures if any changes occur. Both supervisors and students are responsible for being familiar with any new Federal and/or College policies as they relate to student employment. Because of these yearly changes, the various forms used to process Federal Work-Study students may also change. Samples of the current year's forms are provided as appendices in the back of this handbook.
The Federal Work-Study Program

Introduction

Federal Work-Study (FWS) is a federally supported program for students who have a documented need for financial assistance, as authorized by the Office of Student Financial Assistance, Department of Education, under the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1992.

Wor-Wic Community College (WWCC) participates in the FWS program and places eligible students in on- and off-campus positions. Students are awarded FWS based on their financial need, available funds and job availability. Any student being hired by any department should be considered for FWS pay before any other budget source. A prospective student worker should be referred to the Financial Aid Office FIRST so that eligibility for FWS may be determined.

The FWS program is designed to provide valuable experiences to students in their chosen field of study and to enhance the student's professional growth by giving the student an opportunity for on-the-job experience. WWCC focuses on all work that is beneficial to the student since employers generally seek prospective employees with work experience. All work-study positions are vital to each department on campus and the FWS student is expected to be responsible, dependable and conscientious. While offices do depend on student employees to carry out responsibilities, it is important for supervisors to remember the function of the FWS Program.

The supervisors should also keep in mind that, for many students, working at WWCC is their first work experience. Many will make mistakes, take some things for granted that shouldn't be, and sometimes behave improperly on the job. It is hoped that supervisors will be as patient as possible and give these students the guidance they need. Their experiences here could well affect their work performance in future employment. It is anticipated that the students' work, besides fulfilling a needed function, will also be a learning experience. It is the supervisor's responsibility to assign tasks, provide direction, and evaluate the FWS students.

Federal Regulations

1. Students must have documented financial need. The Student Aid Report (SAR) determines financial need that the student receives after completing the Free Application for Federal Student Aid (FAFSA).
2. Enrolled in a degree or certificate program
3. Students must be enrolled at least half-time -- 6 credits per semester -- or accepted for enrollment on at least a half-time basis. (Students with less than half time status MAY be eligible and should be referred to the Financial Aid Office to determine eligibility).
4. Students must be citizens or permanent residents of the United States or its territories.
5. Students must be in good academic standing and make satisfactory progress to maintain eligibility.
6. Students must not be in default on a previous student loan or owe any overpayments on a grant or loan.

Community Services

WWCC is committed to institutional employment including community services designed to improve the quality of life for community residents. Employment opportunities in fields such as day care, cultural events, tutoring and peer counseling are available.
Policies and Procedures

Academic Requirements

1. Federal regulations require that the student meet academic progress standards that require both a quantitative and qualitative measure.
2. Students not meeting the above criteria may be placed on probation and ultimately terminated from further Title IV funds.
3. Students are not eligible for Title IV financial aid once they have attempted 99 or more credits without obtaining a degree or certificate.

Application Process

1. Students submit a completed FAFSA on-line or mail it to the central processor indicating on the application that WWCC is the school they plan to attend.
2. Letters will be sent January 15th to current work-study students to encourage FAFSA renewal by March 1st for preferential work-study consideration in the following academic year.
3. A previous work-study student may only participate in the program for 4 semesters (if they are a full-time student) or 8 semesters (if they are a part-time student) – they do not need to be consecutive semesters.
4. Any “start” as a work-study in a semester counts towards the work-study semester limits above.
5. Students who have completed their financial aid application and submitted all the necessary paperwork by June 1st and who are Pell eligible will receive first consideration for open positions.
6. The student completes the FWS Program Student Employment Experiences and Interest Questionnaire (Appendix A).
7. Eligible students are considered for FWS awards and for employment based on greatest unmet need.
8. Students will first be considered for positions that are matched to their major of study. If no such position remains, the student will be given the option for consideration for a position which is not related to their major of study.

Placement Procedures

Students:

1. The Work-Study Coordinator will contact the student to assess interest in an open position.
2. The Work-Study Coordinator will complete the top portion of the FWS Request form (Appendix B) and mail to the appropriate FWS supervisor.
3. The FWS supervisor will contact the student to schedule an interview.
4. The FWS supervisor will complete the FWS Request form indicating whether or not the student will be hired. Both the supervisor and the student must sign the form. The form is then returned to the Work-Study Coordinator.
5. The Work-Study Coordinator will create the contract and work-study guidelines documents for signature (Appendices C&D).
6. The student will receive a copy of the contract, memo, FWS Handbook, and blank time sheets.
7. Students will also receive a work-study name badge that must be retrieved and returned each day to their supervisor.
8. Students hired for FWS must visit the Business Office to complete the necessary payroll forms.
to include: W-4 Federal and MW507 State withholding forms (Appendix E & F), the Form I-9 Employment Eligibility Verification (Appendix G), Employee Data Sheet (Appendix H), and the Payroll Direct Deposit Authorization (Appendix I) if applicable.

9. All FWS students beginning work at the start of the academic year must attend a mandatory orientation session to discuss specific details concerning the FWS program. Any students hired throughout the semester must meet with the Work-Study Coordinator to satisfy this obligation.

10. The student may begin work after attending the orientation and all necessary paperwork is completed and submitted to the appropriate persons or offices.

11. Failure to attend the mandatory orientation session will result in the forfeit of the work-study award and position.

12. A student cannot begin to work until the FWS Contract is completed and on file with the supervisor and the Work-Study Coordinator.

Supervisors:

1. Federal Regulations require that there be a job description on file for each FWS position. The supervisors must complete a New Position Request containing the job description and hours per week of work needed (Appendix J).

2. A memo will be sent to all work-study supervisors and budget directors reminding them to include requests for work-studies in the upcoming budget year. Work-study positions must be included in budget proposals and the budget must be approved or the positions will not be considered.

3. Each fiscal year, supervisors must complete a FWS Request form for each position they want to fill.

4. It is the responsibility of the supervisor to plan so there will be ample work for the student each week.

5. Supervisors should maintain a file for each student employed. Information in this file should include FWS Employment Contract and the FWS time sheets with evaluation notes.

6. Often, supervisors will be used as a reference when the student enters the work force. Careful documentation of the student’s performance will assist the supervisor in the recommendation.

The Interview

1. Once the supervisor has received the FWS Request from the Work-Study Coordinator they should contact the student as soon as possible to schedule an interview.

2. The supervisor should inform the student of:
   ◊ specific duties and responsibilities of the job as clearly as possible
   ◊ rules and regulations that exist in the department or office
   ◊ required work times such as evenings

3. Supervisors may not question students about their personal lives in the interview.

4. Supervisors may question students about past work experiences, college major, and future career plans.

5. Supervisors have the option to interview more than one student for an opening. Students should be informed in this instance.

6. When a student is hired, the supervisor and the student should complete his/her part of the FWS Request form and a work schedule should be arranged at that time.

7. Supervisors must insure that the work schedule does not conflict with the class schedule.

8. It is recommended that the student has a copy of his/her class schedule available for the interview.

9. Supervisors must return the completed, signed FWS Request to the Work-Study Coordinator.

10. Office-specific training is the responsibility of the supervisor.
Work Schedule

1. Arrange the student's work schedule at the time of hire.
2. **The student should budget his or her weekly hours so funds awarded last the entire academic year.** Awards are based on an academic year.
3. The student may work up to, but not more than 15 hours per week while he/she is enrolled.
4. **Under no circumstances may students earn more money than they are awarded.** Since work-study is most beneficial to the student if the earnings are spread out over the enrollment period, it is best to calculate the total number of hours the student can work and divide it by the total number of weeks. This will allow the student to have consistent earnings throughout the academic year.
5. The student is expected to work during the agreed upon times. Punctuality and dependability are absolutely required.
6. A supervisor must be notified in advance of changes to the student's work schedule and those changes must be approved by the supervisor.
7. The student is required to notify the supervisor, **in advance**, if he/she is unable to report to work when scheduled.
8. **Under no circumstance can the student be scheduled to work during his/her scheduled class time.** If the class schedule changes due to the dropping or adding of courses and/or cancelled classes, the student must notify the supervisor immediately.
9. If a class is cancelled and the student works during that time slot, the student must make a notation on the time sheet indicating the cancelled class.
10. **If a student terminates employment it is strongly suggested that 2 weeks notice be given to the supervisor. If 2 weeks are not given, the student will not be placed in another work-study position for the remainder of that academic year.**

Winter and Summer Work Opportunities

1. Students may remain in the same position throughout their attendance at WWCC provided they meet all the requirements, carry out their responsibilities and obtain a new award each academic year.
2. The academic year ends May 1st. Students must have a new official award letter, and be registered for the upcoming fall semester, if they are to continue working past that date.
3. Students may also work on campus during the winter break (up to but not more than 37.5 hours) if they are returning to WWCC the following semester and **if they have sufficient funds in their FWS award.**
4. Students may work during the summer (up to but no more than 37.5 hours) as long as they are either enrolled in classes and/or will be returning in the fall semester and **funding is available.**

Time Sheets

1. Students are responsible for recording the hours worked on a time sheet for every pay period. (Appendix K)
2. **Supervisors are responsible for verifying hours worked and completing the evaluation on the time sheet.** (See Evaluations below)
3. The student should check the mathematical accuracy of all figures, but the supervisor is ultimately responsible for the total accuracy of the timesheet.
4. The FWS payroll runs two weeks behind the submission of the time sheet.
5. Students are paid based on the 15th and 31st of each month.
6. Time sheets must be completed in **blue or black ink** and all information must be legible.
7. Hours should be rounded to the nearest quarter hour. **Changes made to the time sheet must**
be initialed by the supervisor.

8. Hours should be added and totaled for the two-week period. The supervisor signs the time sheet and forwards it to the payroll department in a sealed envelope.

9. Time sheets must be submitted on the 16th and 31st of each month.

10. Time sheets that are not properly completed and signed will be rejected and returned to the supervisor which could cause a delay in payroll processing.

11. When signing the time sheet, the supervisor should retain a copy for his or her records.

12. Time sheets submitted after the due date may be included in the next pay.

13. Students should not be paid for hours worked when it is determined that they should have been attending class during that time.

14. Students cannot be paid in advance for future hours to be worked.

15. During holidays or vacation periods, the submission date for time sheets may change.

Breaks:

1. The student must sign out for breaks and sign back in after the break is completed. It is against federal regulations for any part-time employee to work more than five hours without a 30 minute break.

2. If a student works more than five consecutive hours, a 30-minute break must be taken after five hours. This break must be recorded on the time sheet as a time out and a time in.

Evaluations:

1. When completing the time sheet, the supervisor must also complete the evaluation section of the time sheet. Unsatisfactory performance and/or attendance must be discussed with the student and recommendations for improvement should be given.

2. It is important that any recommendations for improvement that have been discussed with the student are noted on the time sheet.

3. Payroll will forward a copy of the timesheet/evaluation to the Financial Aid Office.

4. When a student leaves a position, is terminated, or contract ends the supervisor must complete a FWS Student Employment Evaluation Form and forward to the Work-Study Coordinator. (Appendix L) The student is asked to complete the FWS Student Experience Evaluation form. (Appendix M)

Paychecks

1. The student will receive payment for the hours worked two weeks following the end of the pay period.

2. Paychecks can be mailed or direct deposited.

Depletion of FWS Award

1. The student should keep track of his/her total award and the balance. However, the supervisors should maintain a file of the time sheets.

2. The student’s supervisor is notified if FWS funds are depleted and may opt to pay the student from another source.

3. In this event, the supervisor must inform the payroll department of what source to utilize to pay the student.

Revision / Cancellation of FWS Award
1. It may be necessary to modify a student’s FWS award, or to cancel the award completely for reasons other than termination.
2. The Financial Aid Office will notify the student and the supervisor of any adjustment to FWS awards.

General Rules

Conduct – Student workers are expected to maintain professional behavior while working.

Use of Telephone – There are few positions on campus in which student employees may answer the telephones. Since many offices deal with the public, it is important that students use phone manners that leave the caller with a good impression. Personal phone calls received and/or made by student workers must be limited to emergency calls only.

Lounge Areas - Students are not to use the work areas as lounges during times they are not scheduled to work.

Tasks – Students should check with their supervisor for appropriate work tasks. When work is assigned to a particular student, the student may not pass it on to someone else. Campus errands are to be completed as quickly as possible.

Visitors - While working, friends should not visit.

Breaks - Students who leave the office or work area must inform a staff member where they are going and how long they expect to be away from the workplace. Breaks must be recorded on the student’s time sheet.

Injuries on the Job

1. All injuries that occur on the job, no matter how minor, must be reported to the student’s supervisor and to the College’s Personnel Office immediately.
2. All job-related injuries are covered by Workmen's Compensation.

Secondary Employment

1. A student may be employed by more than one supervisor at the same time, only if the original supervisor does not have sufficient work for the student.
2. Each supervisor signs a separate contract for that student and a separate time sheet for each pay period.
3. Each time sheet is signed by the appropriate supervisor and submitted to the payroll department at the end of each pay period.

Job Transfers

1. Students desiring a job transfer must give two weeks notice to the current supervisor.
2. Students should contact the Financial Aid Office.
3. Job transfers may occur if there are other positions available.
4. Follow the Placement Procedures.
Termination

The termination policy and process is also on the back of the FWS Contract.

Behavior Related:

1. While student employment on campus is a learning experience for many, it is still a job and carries with it all the responsibilities of any job found off campus. The student must maintain the proper attitude and behavior on the job and perform the required tasks in an acceptable manner.

2. Any student who does not carry out these responsibilities after sufficient warning by the supervisor will be terminated from his or her job.

Some of the major reasons for termination are:
1. Failure to report to work and or repeated tardiness.
2. Poor attitude to include foul language and/or gestures.
3. Misuse of college property to include telephones and computers*.
4. Insubordination.
5. Failure or inability to perform the tasks required.
6. Falsification of time sheets.
7. Theft or embezzlement.
8. Destruction of college property.
9. Threats or use of physical force.
10. Any illegal activities conducted on college property including alcohol or drug use.

*Severity of disciplinary procedures subject to the WWCC Computer Usage Policies and Procedures (Appendix O)

3. If performance, attendance or behavior on the job is unsatisfactory the supervisor should discuss the situation with the student and enter an appropriate remark on the student's next time sheet.

4. If improvement is not sufficient, the supervisor should give notice to the student, stating the deficiencies and a time period in which to improve. This, too, should be documented on the time sheet.

5. If performance or behavior continues to be unsatisfactory, the supervisor may terminate the student.

Process for behavior related terminations related to items 1-5 above:

1. Three warnings will be issued for behavior related offenses.
2. Each offense will result in a counseling session with the Work-Study Coordinator and the student's supervisor. It will also be documented in the evaluation section of the time sheets, unless a particular offense warrants immediate termination.
3. On the third offense, the student will be terminated for the current semester and for the immediate whole semester following the offense.
4. The FWS Employment Change/Termination Notice which includes the effective date of termination is completed and signed by the supervisor. (Appendix N)
5. A copy is given to the student. If the student has not been reporting to work, the notice should be sent to the student's home.
6. A copy is forwarded to the Financial Aid Office.
7. The student must attend a hearing with the Work-Study Coordinator and other appropriate
8. If a student is readmitted to the FWS program and commits another offense they will be permanently terminated from the FWS program.

**Process for behavior related terminations related to items 6-10 above:**

1. Students will be immediately terminated.
2. The FWS student has the right to file a written appeal to the Work-Study Coordinator within five (5) days of the termination.
3. The Work-Study Coordinator will respond in writing to the FWS student within (5) days of the written appeal.
4. The Work-Study Coordinator will discuss the conditions of termination with the supervisor to determine if the FWS student is still FWS eligible, should be placed at a different assignment, or should be permanently removed from the FWS program for the duration of their attendance at WWCC.
5. FWS students who are terminated must have their final time sheets forwarded immediately to the payroll department for final payment.

**Other Reasons for Termination:**

1. Failure to maintain good academic standing and satisfactory progress.
2. No award for the new academic year.
3. Not enrolled.
4. Graduation from the college.

**Process for non-behavior related terminations:**

1. If a supervisor terminates a student for some other reason, i.e. resignation, leaving school, etc., the Employment Change/Termination Notice should be completed by the supervisor.
2. A copy is sent to the Financial Aid Office.
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