

Federal Work-Study Supervisor Handbook

A Message from the Office of Financial Aid & Scholarships (OFAS)

The Office of Financial Aid & Scholarships would like to express our gratitude for your participation in the Federal Work-Study Program. Because of your participation, we are able to employ many talented students each year. These job opportunities allow our students “self-help” financial aid and an opportunity for career, social, personal, and educational development.

The Supervisor’s Guide has been created to help you understand the work-study program better and to help us better manage the program. We hope that you will take the time to read this guide that has been prepared to better acquaint you with the program requirements.

I. Introduction to Work-Study

A. Purpose

The Federal Work-Study (FWS) Program is designed to provide financial assistance to students through part-time employment and encourages recipients to participate in community service activities. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program; therefore, our policy remains that students are not to be paid for studying while on the job. Students will be paid “an hour’s pay for an hour’s work.”

In summary, we seek to provide work-study students with:

- Opportunities for Career Development
- Educational Experiences
- Opportunities to Demonstrate Social Responsibility
- Provides an Environment to Serve Others
- Opportunities for Personal Growth
- “Self help” Financial Aid With Less Long-Term Debt

B. Eligibility

Students must demonstrate financial need to be eligible to participate in the FWS Program. This process involves completing the Free Application for Federal Student Aid (FAFSA). Funding for the Federal Work-Study Program at Southern CT State University is limited; therefore, we cannot emphasize enough the importance of completing this application early. Priority consideration is given to students demonstrating financial need and had worked under the FWS program the previous academic year. Remaining FWS funds are awarded to those students who have need, inquired about FWS and were placed on a waiting list during the second week of the Fall semester on a first come first served basis

Students who have been awarded FWS will receive an award notification indicating the maximum amount of gross pay to be earned per academic year. Because of limited funding for FWS, we are not able to offer this assistance to all who are eligible.

A FWS packet for the next academic year will be available in the OFAS in mid-August for pick-up.

C. Federal and Institutional Requirements

Due to the specific nature of the Federal Work-Study Program, there are many federal & institutional requirements that must be followed to remain in compliance. Failure to comply with these requirements and deadline dates could result in termination from the program.

Listed below are the requirements and deadline dates that you must comply with in order to participate as a FWS supervisor.

1. A supervisor must comply with the University's policy on Equal Opportunity and Sexual Harassment. A supervisor must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a "qualified individual with a disability" in all aspects of employment, including application for employment procedures, hiring, compensation, training, discharge, and benefits.
2. All employing departments must read and follow the Supervisor's Guide and all procedures and instructions as stated.
3. Please make copies of the student's class and work schedules – they should be reviewed to make sure students do not work during scheduled class time.
4. Have the students deliver the FWS paperwork to our office so that they can be reviewed for completion. A STUDENT CANNOT START WORK UNTIL ALL SUBMITTED FORMS ARE COMPLETE.
5. All off-campus community service employers must have a contract on file for each student at SCSU.

D. Conditions of Employment

The FWS Program offers no compensatory time, vacation or holiday pay. As stated previously, students are employed under "an hour's pay for an hour's work" arrangement. A student's FWS award will usually allow him or her to work from 10 to 13 hours per week. OFAS will attempt to notify you when a student is within \$500 of the earnings limit. If the student is working hours to make-up time missed from work, he/she may not work more than 20 hours per week or 8 hours per day. Students can only be employed in one FWS position at a time. All work should be supervised. In addition, students may not work during their scheduled class periods. FWS undergraduate students are paid \$ 10.10 an hour for on-campus positions and \$12 an hour for off-campus positions. Graduate students are paid \$ 12.00 per hour, either on or off-campus.

E. Summer Work-Study

Summer FWS is offered from funding remaining in the spring semester until June 30th. After July 1 the funding comes from the impending Fall semester. Since summer FWS is determined by this residual amount, it is not always offered during the summer months. If funding is available, students must be enrolled at least half-time (6 undergraduate/4.5 graduate credit hours) in both the Summer and registered for the impending Fall semester to be considered for FWS during the summer. Students and supervisors should contact the FWS Coordinator to find out if the student is eligible to work during the summer.

Section II: Supervision

Supervisor Responsibilities

A FWS supervisor has been entrusted with federal dollars for the student upon hiring the student employee. The student should be treated like any other personnel. In order to be given this privilege of using the Federal Work-Study Program, the responsibilities of the supervisor and the student should be clearly understood and enforced.

Student Employment should mean more than a paycheck for your student workers. It can be used as an opportunity to gain valuable job experiences and skills. Here are a few suggestions to help your FWS student get the most out of his/her job:

Upon hiring a Federal Work-Study student, the supervisor is responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department. The supervisor should provide opportunities for the student to make up time lost from work due to unavoidable circumstances. Students are not allowed to work, under any circumstances, during class time. Make-up time should be reported during the actual period that it is worked. Make-up hours should not exceed 20 hours per week.

Example: A student who normally works 15 hours per week misses 5 hours of work, only working 10 hours that week. A supervisor can allow that student to make up the missing 5 hours in the following week as long as the student does not work over 20 hours in one week.

Off-Campus Employers:

The FWSP has off-campus community service employment opportunities for students. As defined by federal regulations, community service is designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, including such fields as health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention, recreation, rural development and community improvement. To continue its expansion of service-based employment, Southern welcomes the involvement of community organizations in the College's FWSP. To be eligible, the organization must be a FWSP for Employers 4 9/1/16 public or private, nonprofit, nonpolitical, nonreligious agency located within Connecticut. A signed agreement with the College must be on-file to participate.

A. Orientation

The supervisor is responsible for conducting a student job orientation, including but not limited to:

- A brief one-on-one overview of the office structure and office rules and regulations
- The student's job and responsibilities, i.e.
 - What to say when answering the phone
 - How to transfer calls
 - How to put calls on hold
 - Signing onto the computer
 - Answers to commonly asked questions
 - Frequently used phone numbers
 - Areas of responsibility in office
 - Procedures for filing forms, etc.
- Grounds for any disciplinary action
- Whom to call if sick or time-off is needed
- What procedures to follow if his/her work schedule needs to be changed

B. Hiring the FWS Student

Each student will fill out the Work-Study packet which includes a work study authorization form, a job description form and a student policy and checklist form. The Financial Aid Office will award eligible students and refer them to the Jobs section of the Career Services website. They are instructed to schedule an interview with the contact person for the job(s) of interest to them.

The supervisor should conduct the interview in such a manner as to determine the student's suitability for the position. It is the supervisor's decision whether to hire the student. The student is given the opportunity to accept or reject the offer. We suggest that you take the time to really determine a student's compatibility with a position before hiring. This will alleviate possible future problems.

Hiring

Upon successfully hiring a student applicant, you will need to complete the Work Study Hiring Authorization Form and instruct the student to return this information to the Work Study Coordinator. The student will need to complete the Work-Study payroll paperwork. Please instruct the student to return the completed forms to the Financial Aid Office. The student may also need to visit the Human Resource office to complete additional documentation, if this is necessary the Human Resource Department will notify the student via Southern email to see them. No student will be allowed to begin until all paperwork has been received and processed by the Financial Aid and Human Resource Office.

Validation of Actual Hours Worked

Keep in mind that:

- Students must not be allowed to work during scheduled class hours.
 - Students may not work more than the weekly Authorized Maximum Hours that is listed on the Placement Document.
 - Students are not be allowed to work more than 20 hours a week (a student should only be allowed to work additional hours to make up hours missed in a previous work week but not over 20).
 - Students must not be allowed to work more hours per semester than their work-study award will pay.
 - Students who work 7.5 hours or more in one day must take a 30 minute break (CT dept. of Labor).
- Departments must abide by these requirements in order to remain eligible to participate in the FWS Program.

Monitoring Earnings

It is the supervisor's responsibility to monitor a student's earnings to ensure that the student does not work more hours than the work-study award will pay. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under the FWS Program must be paid for all hours worked.

Students are awarded an amount, which will allow them to usually work an average of 10 to 13 hours per week. If a student is allowed to work more than this average, he or she will deplete the allocation before the semester is completed. Departments who consistently submit work-study time sheets for more hours than FWS awards should understand that their student worker may not be able to work the entire semester due to earning their work-study allotment ahead of schedule. The Financial Aid Office will send notifications, as necessary, indicating the number of hours a student has remaining to work.

If a department allows a student to work more hours than he/she is eligible for, any excess Federal Work Study earnings will be charged directly to that specific departmental budget.

D. Termination and Transfer Procedures

1. Normal Annual Termination

Students are automatically terminated from the FWS Program after the last day of the Spring semester unless the student expresses interest in working over the summer AND has money left on their FWS award. If the student desires to re-establish eligibility for work-study for the following year, a new Placement Form must be submitted in the middle of August.

3. Termination by Supervisor

A supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to:

- Repeated failure to comply with the agreed work schedule
- Unwillingness to accomplish assigned tasks
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

When a student is terminated from an assignment, the current supervisor is required to contact the Financial Aid Office immediately. Failing to do this may result in errors on the student's time sheet. The supervisor is also responsible for sending the termination form to the Financial Aid Office.

After receiving the termination letter, the Federal Work-Study Coordinator will meet with the student to determine whether the student will be allowed to transfer to another FWS position or will be terminated from the program permanently.

4. Termination by the Financial Aid Office

Student Financial Aid must immediately terminate a student's employment upon determination that the student no longer meets eligibility requirements. Changes in eligibility may result from:

- Change in enrollment status
- Failure to maintain Satisfactory Academic Progress
- Receipt of additional resources, which were not known at the time of award (i.e. scholarships, grants, etc.)