Federal Work Study Supervisor Handbook

This handbook is designed to provide Federal Work Study (FWS) supervisors with the policies and procedures of the Federal Work Study Program. It has been compiled to answer questions which are often asked by supervisors and to stress important procedures in regards to employing Federal Work Study students. The Federal Work Study Program provides funds to help needy students to finance the costs of postsecondary education and offers a student the opportunity to work on or off campus. Because of limited funding, many students will not be awarded FWS funds.

Eligibility Criteria for FWS

- Students must file a Free Application for Federal Student Aid (FAFSA)
- Must meet all federal student aid eligibility criteria and maintain satisfactory academic progress
- Must indicate that he/she is interested in Federal Work Study on the initial FAFSA
- Must demonstrate exceptional financial need
- Be enrolled and maintain at least 3 units of Summer enrollment and 6 units of Fall and Spring enrollment.

Requirements of the Federal Work Study Program

- Students are no longer eligible for FWS if he/she drops below half time or is dismissed for not maintaining financial aid satisfactory academic progress. They must stop working immediately and the remaining balance of their FWS allocation will be cancelled.

- If a student stops working, the supervisor must notify Yelena at the Financial Aid Office immediately, so the funds can be reallocated. ((FYI: Funds that cannot be carried into a new fiscal year (beyond June 30th) must be returned to the Department of Education and will be lost as a resource for our school.))

- Students who worked during Summer term will continue for Fall if they continue to meet the eligibility criteria. Likewise, Spring FWS students will continue for Fall if they meet the eligibility criteria.
• We strongly discourage any student from being employed in more than one area on campus. Since the combined total of hours worked cannot exceed 26 hours a week, or eight hours per day, both areas would have to coordinate the student’s work schedule so the hourly limits and FWS funding are not exceeded. It is the student’s responsibility to notify both supervisors that he/she is employed in another department.

• The student and the supervisor must keep an accurate, up-to-date accounting of all FWS earnings. The Amount of earning can’t exceed total FWS Award. Reduction and increase in FWS awards are subject to the availability of funds, and to the student’s continuing eligibility. Departments should be responsible for any overspend of FWS fund.

• FWS funding must be used reasonably!

Posting Federal Work Study Positions

• Once a student is determined that they are eligible for FWS and given an award, they will have to find a work assignment on campus.

• To advertise a position, contact Yolanda Ramirez at the Career Center Office for a Student Employment Job Request Form.

• Your job position will be placed in the Career Center’s binder and Rodda North hallway in the glass window.

Hiring a Student

• All eligible FWS students must have a financial aid award offer which clearly indicates that the student is eligible for FWS funding. The award must be printed out by students online at “My City Aid” SCC Financial Aid: https://fa.scc.losrios.edu/NetPartnerStudent/logon.aspx

• The award offer will confirm Federal Work Study award and show an amount (in dollars) which is intended for one (two) semester(s).

• “Employment Packet” must be completed by every student. A copy of the student’s financial aid award offer must be submitted with the packet.

• Students cannot work until all forms in the Employment Packet have been completed and returned to the Financial Aid Office and the Business Office for final approval. There is no provision for emergency checks.
Role of the Financial Aid Office

- Based on federal guidelines, the Financial Aid Office at Sacramento City College determines the amount of an individual student's financial need. Student's average award is $2500 for the Fall and $2500 for the Spring term.
- FWS student may not earn more than the amount of FWS awarded. The supervisor must limit students to the total award allocated.
- Funds are reconciled on term by term bases. Any unused portion will be cancelled and will be made available to other students. There is a possibility of rollover funds from fall to spring semester, if unused portion is less than $500.

State Labor Laws and SCC Policies Concerning Work Study Students

- Students may work a maximum of 26 hours per week while school is in session. A maximum of 40 hours, but not more than eight hours a day, may be worked during weeks when school is not in session (i.e. winter and spring recess). A student who does work the maximum of 26 hours a week may not have sufficient funding for the entire semester (based on school’s finding level and financial need).
- Students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled or if the instructor has excused the student from attending for a particular day. Any such exemptions must be documented.
- Breaks and lunch hours are to be taken in accordance with State Labor Relations Board requirements as follows:
  - Lunch Breaks: 6 hours = 30 minute unpaid lunch
  - Rest Periods: 4 hours = 15 minute break

Establish a Work Schedule for the FWS Student

- A schedule of hours and days of work should be established before the student begins work. Divide the student’s semester award by the current FWS pay rate in order to determine the number of hours the student can work during the semester. The resulting number of hours should then be divided by the number of weeks in the semester to determine the number of hours a student can work per week. This will prevent the possibility of having ineligible hours charged back to your area. Work hours must not conflict with a student’s class schedule under any circumstances.
Example: Establishing a work schedule:

If the semester award equals $2500 and the current pay rate is $9.00 per hour, then:

\[
\frac{2500}{9.00 \text{ per hour}} = 277.78 \text{ hours (for the semester)}
\]

\[
\frac{277.78 \text{ hours}}{16 \text{ weeks in the semester}} = 17.36 \text{ hours per week (approx.)}
\]

FWS Timesheets

- A monthly pay period is defined as: “The hours earned from the 25th day of each month through the 24th day of the following month.” Exception of June and December.
- Students are paid on the 10th of each month, according to the number or hours worked.
- Timesheets must be completed to reflect the total hours worked per day and be submitted with the appropriate account and fund code numbers. Timesheets are to be delivered to Yelena at the Financial Aid Office according to the established deadline.
- The timesheets must be accurate and must be signed by the student and the supervisor or manager of the department. Students may only work hours assigned by their supervisor. If the lead person (the person that tracks the student’s hours), is someone other than the supervisor or manager, this person may be required to initial the timesheet next to the student signature. Timesheets that are incomplete, inaccurate or submitted late will cause a delay in payment. Timesheets with hours in excess of a student’s eligibility may cause additional delays.
- Intents and timesheets must be submitted with the following FWS budget code:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Budget #</th>
</tr>
</thead>
<tbody>
<tr>
<td>78216</td>
<td>2304/12/SC.VS.FAOF/64900/350A</td>
</tr>
<tr>
<td>79471</td>
<td>2304/12/SC.VS.FAOF/64900/350B</td>
</tr>
</tbody>
</table>

Community Services: (For Learning Resources Library)

General Information

- Rates of pay are determined by the Los Rios Community College District Office and by Federal Guidelines. Currently, the on-campus and off-campus pay rate as of July 1st,
2007 is $8.25 an hour. If interested in an off-campus community service job, please contact the Career Center for more information.

• FWS students may not earn more than the amount of FWS awarded. The supervisor must limit students to the total award allocated. Exceptions must be referred to the Financial Aid Office, before the student exceeds the maximum amount awarded each semester. Depending on FWS funding, individual circumstances may allow the Financial Aid Officer to award additional funds not to exceed $1000 in an academic year.

• If a student realized that cannot use full FWS award should notify the Financial Aid Office so that these limited funds may be made available to other student.

• Students who do not use their FWS allocation for a particular semester will lose the unused portion. Students with remaining balances after Spring semester has ended, may work until June 30 or until their award is exhausted, whichever comes sooner.

• Students, continuing for the next enrollment period, who do not earn all their work study funds by the end of the semester, may carry the balance forward depending on available FWS funding. The carry over amount should not exceed of $500. FWS Supervisors and students will be notified of any FWS award adjustments.

• If a student takes an additional non-FWS job, the income from that job will not affect current academic year eligibility; however, the income will be used on the next year’s application. (FAFSA).

• Students are required to report to the Business Office if they have any payroll changes on the W-4 forms or change of name or address.

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