

# Federal Work-Study Supervisor Handbook

## A Message from the Office of Financial Aid & Scholarships

The Office of Financial Aid & Scholarships (OFAS) would like to express our gratitude for your participation in the Federal Work-Study (FWS) Program. Due to 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.

## Section 1. Introduction to Work-Study

### A. Purpose

The 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 FWS students with:

- Opportunities for career development
- Educational experiences
- Opportunities to demonstrate social responsibility
- 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 FWS Program at Southern Connecticut State University is limited; therefore, we cannot emphasize enough the importance of completing this application early. Priority consideration is given to full time students demonstrating financial need and to those who had worked under the FWS program the previous academic year. Remaining FWS funds are awarded on a first come first served basis to those students who have need, inquired about FWS and were placed on a waiting list during the second week of the Fall semester.

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 may not be able to offer this assistance to all who are eligible.

FWS documents are available on the Forms page of One Stop as well as the OFAS.

### **C. Federal and Institutional Requirements**

Due to the specific nature of the FWS Program, there are many federal and 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 that you must comply with in order to participate as a FWS supervisor.

- A supervisor must comply with the University's policy on Equal Opportunity and Sexual Harassment and the 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.
- All employing departments must read and follow the Supervisor's Guide and all procedures and instructions as stated.
- 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.
- Have the students deliver the FWS paperwork to the OFAS for processing. A STUDENT CANNOT START WORK UNTIL ALL SUBMITTED FORMS ARE VERIFIED COMPLETE AND PROCESSED.
- 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 8 to 12 hours per week. OFAS will attempt to notify you when a student is within \$1,000 of the earnings limit. If the student is working hours to make-up time missed from work, they 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 students are paid CT's minimum wage requirement unless otherwise requested by the supervisor and approved by both the OFAS and Human Resources Department.

### **E. Summer Work-Study**

Summer FWS is offered from funding remaining in the spring semester until June 30<sup>th</sup>. After July 1st 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 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**

### **A. 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 FWS 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 FWS 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.

## **B. Off-Campus Employers:**

The FWS Program has off-campus community service employment opportunities for students. 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. This includes fields such 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 University's FWS Program. To be eligible, the organization must be a federal, state, or local public agency or private, nonprofit, organization located within Connecticut. The student work must be in the public interest and cannot be religious or political in nature. A signed agreement with the University must be on-file to participate.

## **C. Hiring Process**

The Financial Aid Office will award eligible students and refer them to the JOBSs section of the Career and Professional Development website. Each FWS job description should include the:

- Name/Classification of the position
- Department of office
- Location where student will perform his/her duties
- Name of the supervisor
- Purpose or role of the position within the organization
- Duties and responsibilities associated with the position
- Rate of pay
- General qualifications
- Length of student employment
- Evaluation procedures and schedules

Hired students will each fill out the FWS packet which includes a work authorization form, a job description form and a student policy and checklist form. They are instructed to schedule an interview with the contact person for the job(s) of interest to them. Typed signatures will not be accepted.

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.

Upon successfully hiring a student applicant, you will need to complete the FWS Hiring Authorization form and instruct the student to return this information to the FWS coordinator. The student will need to complete the FWS payroll paperwork. Please instruct the student to return the completed forms to the OFAS. The student may also need to visit the Human Resources office to complete additional documentation. If this is necessary Human Resources will notify the student via Southern email. No student will be allowed to begin until all paperwork has been received and processed by the OFAS and Human Resources Office.

#### **D. 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.
- Explaining the student's job and responsibilities;
- How to operate the phone system and what to say when answering the phone
- 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

#### **E. Validation of Actual Hours Worked**

FWS timesheets must be certified by the student's supervisor. 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 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 hours).
- Students must not be allowed to work more hours per semester than their FWS 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.
- Time sheets cannot be submitted before the shift has been completed.

#### **F. 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 FWS 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 8 to 12 hours per week. If a student is allowed to work more than this average, they will deplete the allocation before the semester is completed. Departments that consistently submit FWS 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 OFAS 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 they are eligible for, any excess Federal Work Study earnings will be charged directly to that specific departmental budget.**

## **Section III: Termination and Transfer Procedures**

### **A. 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 FWS for the following year, a new Placement Form must be submitted in the middle of August.

### **B. 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 OFAS 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 OFAS.

After receiving the termination letter, the FWS 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.

### **C. Termination by the Financial Aid Office**

The OFAS 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.)