

FEDERAL WORK STUDY SUPERVISOR'S HANDBOOK

A. INTRODUCTION TO THE FEDERAL WORK STUDY PROGRAM

The Federal Work Study (FWS) program provides part-time jobs to eligible financial aid students and is funded by the Department of Education on a fiscal year basis. The Department of Education normally pays 75% of the student's wages and the District pays the remaining 25%. *Continuing for the 2009-2010 year, the 25% district match has been waived due to the college's designation as a Hispanic Serving Institution (HSI).* Students must complete the financial aid process and qualify before working in any FWS position.

The program is need based. Students must file the Free Application for Federal Student Aid (FAFSA) each year and answer Question #31 with a response of #1 or #3 to be considered for the program. There is no guarantee that a student will receive work study or continue to receive work-study awards from one year to the next. Students should complete the application process early to be considered. FWS funds are limited.

Students who are awarded FWS are notified on their financial aid award notice of the maximum amount they can earn each year. The FWS amount is an offer; due to funding constraints, there is no guarantee that a student will be able to earn the entire offered amount or that the award can be increased if the full amount of the award has been earned.

B. HOW TO APPLY FOR A FWS STUDENT WORKER

One of the requirements of the federal work study program is that every FWS position must have a Job Description on file with the Financial Aid Office. The Job Description form is on the Financial Aid website as a PDF form. You may complete the form online, print and submit it to the Financial Aid office. Any contract employee at Palomar College is eligible to hire a FWS student.

C. HIRING A FWS STUDENT

Work study job announcements are posted on the bulletin board in the Student Services building and on the Financial Aid website. Students are instructed to contact the supervisor listed in the job announcement to arrange an interview. The student should complete a Student and Temporary Application and bring it to the interview. If they have not done so when you see them, they must complete it prior to submitting anything to Human Resources. Evaluation of the student's qualifications and suitability for the job is a supervisor responsibility. If you decide to hire the student, you will need to download and complete the Federal Work Study Student Action Form and obtain all applicable signatures, including the appropriate Vice President. All student workers will have their starting wage set at \$9.00, \$11.00, or \$13.00 depending on experience. The salary and experience guidelines are on the Human Resources website. When both the Application and the Student Action Forms are complete, instruct the student to take **both** forms to Human Resources Services to get the Live Scan (fingerprint) Form. The student will be directed to the off-campus Live Scan location for fingerprinting. When Human Resources has received and

reviewed the results of the background check, they will notify the supervisor whether an employment offer can or cannot be made. Once you make an employment offer, you and the student will complete the remaining FWS paperwork. All of the hiring paperwork, including the Live Scan and the TB skin test, must be completed before the student can begin working. All FWS hiring paperwork, including the Student and Temporary Application, is on the Financial Aid website at <http://www.palomar.edu/fa/FWS%20Hiring%20Forms.htm> Once everything is complete, the student will then see Mike Wulf in the Financial Aid Office to turn in hiring paperwork for review and submission to Human Resources. Students may not begin working until all paperwork is complete and turned in to HR.

Students may not work beyond the last day of the semester without authorization. If the student has funds available, and you would like the student to work over Winter break or after the end of the Spring semester through June 30, you must submit a request in writing to the Financial Aid Office. A Request form containing the conditions for working during these periods will be sent to supervisors prior to the end of each semester. Keep in mind that working these additional hours only uses the student's award quicker and there is no guarantee that a student's award may be increased. The option of working after the end of the Spring semester through June 30th may not always be available due to annual program funding limitations. There is no work study during the summer.

D. SUPERVISOR RESPONSIBILITIES

Supervisors must monitor the hours a FWS student works. Students cannot be scheduled to work during their class time or exam periods. It is your responsibility to keep track of the hours

used to ensure they are not exceeded. Actual hours worked must be tracked on a time card and the record must be retained by the Department for three years after the end of the academic year and made available to auditors upon request. A suggested, optional time card format is available on the Financial Aid website. Any hours worked beyond those authorized will be paid from your department account.

FWS students cannot work more than 20 hours per week, or over 8 hours in a day. FWS students cannot work holidays or weekends unless previously approved by the FWS Financial Aid Coordinator. Hours worked from home or on days when the College is closed will not be paid from work study funds. FWS students must take a 30-minute minimum break after 6 consecutive hours. Students must maintain continuous, at least half-time enrollment (6 units) to be eligible. If they drop to less than half time, they are no longer eligible. During periods of non-attendance, such as Spring Break, students can work up to 39 hours per week, but cannot exceed 8 hours per day.

If your student stops showing up for work, notify the Financial Aid Office immediately. You may or may not be able to get another federal work-study student depending on funds currently available.

E. TIME SHEETS

Time sheets must be turned in to the Financial Aid Office by the supervisor, **not the student**. Time sheets hand carried by the student will not be processed. Time sheets are due on the 16th of each month in the Financial Aid Office. Late time sheets will result in a late pay date (the following month). The timesheet must be completed in black or blue pen, no pencil or felt tip

marker, and contain the original signature of both the student and the supervisor. The pay period is the 16th - 15th of the following month. Students are paid on the last work day of the month. Checks are mailed to the student's home address. Direct Deposit is an available option for work study students. Three-part time sheets are available in the financial aid office; a single sheet version is also available on the Financial Aid website.

If you have any questions regarding your student worker's federal work-study eligibility, please contact Mike Wulf in the Financial Aid Office at ext. 2213 or e-mail mwulf@palomar.edu.