

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. 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 "Yes" response 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.

Replacing a fulltime employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the fulltime employee with a student position paid with college funds.

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 Financial Aid website. Students are instructed to contact the supervisor listed in the job announcement to arrange an interview. First request a copy of their Federal Work Study Award Letter to verify they have a FWS award offer. 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 the Student Action Form located on the Federal Work Study Hiring Forms website (<http://www2.palomar.edu/pages/fa/federal-work-study-hiring-forms/>). Submit the original Student Action Form and the Student and Temporary Application to Human Resources. On the Student Action Form, the FWS account string is already listed except for the Program Code. Please enter your Department's Program Code in the space provided and also enter your Department's entire account string on the second line of the Action Form. This is only used as a back-up account and HR

requires it. When HR is done reviewing the Application and Action Form, they will meet with the student to complete the rest of the hiring packet. All student workers will have their starting wage set at \$15.00, \$16.00, or \$17.00 depending on experience. The salary and experience guidelines are on the Human Resources website. 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 the student may or may not begin work. All of the hiring paperwork, including the Live Scan and the TB skin test, must be completed before the student can begin working. Students may not begin working until HR has approved the student to begin work.

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, 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 & working during the Summer Session may not always be available due to annual program funding limitations.

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. Any hours worked beyond those authorized will be paid from your department account.

During any semester, 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 cannot work more than 20 hours per week, or more than 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 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. Time sheets are available on the Financial Aid website.

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