

# WORK-STUDY SUPERVISOR HANDBOOK

## A. INTRODUCTION TO THE FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study (FWS) program provides part-time jobs to eligible students. Students must complete the financial aid process and qualify before working in any FWS position. The funding for student wages comes from a combination of the federal government and employers and is paid monthly through Imperial Valley College.

The program is need based. Students must file the Free Application for Federal Student Aid (FAFSA) each year. There is no guarantee that a student will receive the award 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. There is also no guarantee that a student will be able to get a job or earn the full amount of the award before the IVC allocation for FWS funds is spent.

## B. HOW TO HIRE AN ON-CAMPUS WORK-STUDY STUDENT

STEP 1: Complete and submit the Work-Study Contract and a **typed** Work-Study Job Description Form(s) to the financial aid office. Job listings are posted online and students are instructed to contact the supervisor listed in the job announcement to arrange an interview. **Note:** job descriptions are posted when received and removed once positions are authorized. If you want your posting posted at a specific time or removed once you have chosen a candidate, please contact a Work-study Coordinator to make the request.

STEP 2: Do not interview the student unless they have a completed Student Employment Application and copy of their Work-Study Instructions Email. **Note: Both of these items are required for returning students you would like to re-hire as well.**

STEP 3: The decision to hire or not hire the student rests with the supervisor; there is no guaranteed work-study placement. If you decide to hire the student, you will need to print the Work-Study Hiring Forms from the link available on our website. **If you don't hire the student after an interview, notify the student within 48 hours.**

STEP 4: Complete the forms with the student. The forms that must be completed as part of the hiring packet are:

- a. W-4
- b. Drug Free Work Place Policy
- c. Statement of Privacy Act
- d. Work-Study Statement of Compliance
- e. Work-Study Authorization Form
- f. I-9 Form and an unexpired document(s) that establishes both identity and employment authorization

**STEP 5:** Direct the student to schedule an appointment with the Work-Study Coordinator to submit the hiring packet and complete the hiring process. The hiring process is complete **ONLY AFTER** you receive the completed Work-Study Authorization approved by the Work-Study Coordinator.

**STEP 6:** The student may begin working on the date indicated on the completed and approved Work-Study Authorization form.

### C. SUPERVISOR RESPONSIBILITIES

Supervisors must monitor the hours a FWS student works. Any hours worked beyond those authorized will be paid from your department or agency.

FWS students cannot work more than 15 hours per week, or over 8 hours in a day. Students must be supervised while performing work-study job duties. Students working remotely from home, on weekends, or on days when the College is closed do not meet the supervision requirements and are not authorized to be paid from work-study funds unless requested and approved in advance by the Work-Study Coordinator. Keep in mind that working more hours only uses awarded hours quicker and there is no guarantee that an initial work study award will be increased during the year. There is no work-study during the summer.

FWS students scheduled to work 4 to 5 hours must take a 15 minute break. If scheduled for 6 or more hours, they must take a minimum 30 minute break. 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.

Supervisors are expected to provide a meaningful work experience consistent with the job description that was provided for this position. In addition, the supervisor must provide training, explain job assignments and describe dress code in the work area.

### Work-Study Time Card

Per federal regulation, students may not be scheduled to work during their class time or exam periods. Supervisor's **MUST** check the student class schedule each semester to ensure students are not working during class time or exam periods. Any exception, such as a class cancelation, must be documented. It is the supervisor's responsibility to keep track of the actual hours worked, including time in and time out. **Time must be tracked on the Work-Study Time Card available on the Financial Aid website and must be submitted to the Work-Study Coordinators on a monthly basis.** Time cards will be monitored periodically for compliance with federal regulation. These records must be retained by the Department for three years after the end of the academic year and made available to auditors upon request.

**Please note that the Work-Study timecard does not replace the Web-Time electronic timesheet which is used to report hours worked for payroll purposes.**

### Termination of Work and Corrective Action Form

A supervisor has the right to terminate a student's employment with just cause. Grounds for disciplinary action include, but are not limited to: poor performance, tardiness, absenteeism, failure to meet job requirements as listed in the job description and inappropriate behavior such as, excessive cell phone usage and visits from friends during work hours. If and when disciplinary problems arise, a supervisor should use the following guidelines, as they provide written documentation in the event of counteraction by the student:

Complete the Corrective Action form which can be found under Federal Work-Study forms, once completed by the student and supervisor, provide a copy to the Work-Study Coordinator for the students file.

1. Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem. Be sure to detach the behavior from the individual. Send a copy of the Corrective Action form to the Work-Study Coordinators and provide a copy to the student.
2. The second time there is a problem, (it does not have to be the same problem) give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem. Send a copy of the Corrective Action form to the Work-Study Coordinators and provide a copy to the student.
3. On the third time, the student should be given a written notification of termination stating the reasons why this action has been taken. Send a copy of the Corrective Action form to the Work-Study Coordinators.

If the student stops showing up for work, notify the Work-Study Coordinator immediately. Another Work-Study student may or may not be available depending on current funding.

All questions and concerns regarding the Work-Study Program are to be directed to one of the Work-Study Coordinators:

Leticia Ochoa Osorio	Ph: 760-355-6273	Email: <a href="mailto:leticia.ochoa@imperial.edu">leticia.ochoa@imperial.edu</a>
Oralia Larios	Ph: 760-355-6459	Email: <a href="mailto:oralia.larios@imperial.edu">oralia.larios@imperial.edu</a>

## D. TIMESHEETS

Timesheets must be approved by the authorized supervisor on Web-time. When completing timesheets, round off to the nearest  $\frac{1}{4}$  of an hour.

All timesheets must be approved as directed by Human Resources each month for hours worked from the 11th of the previous month to the 10th of the current month. Students and supervisors are responsible for submitting timesheets on time. Any late timesheets will NOT be processed in the normal scheduled payroll, but will be processed with the following month's payroll process. Work-Study checks will be mailed to the students' mailing address on the last working day of each month.

## E. SICK LEAVE

Work-Study students are eligible to accrue sick leave in accordance with California AB 1522. Students who work more than 30 days can earn sick leave. Sick leave is earned at the rate of 1 hour for every 30 hours worked. There is a limit of 48 hours of sick that may be accrued, a maximum of 24 hours of sick leave may be used per fiscal year. Unused sick leave rolls over into the next year. Sick leave is not paid out upon the end of employment, however upon reemployment within 12 months the previous unused sick leave balance may be reinstated.

Sick leave may only be used on or after the 90th day of employment. Sick leave may be used for the diagnosis, care or treatment of an existing condition, or preventative care for the student or a family member. Student workers must provide supervisor with reasonable advance notice when using sick leave unless the event is unforeseeable, which then the student must provide notice "as soon as practical". Sick leave hours must be reported in Web-time. Federal Work-Study funds may not be used to pay sick leave hours; the district/employer incurs the cost of all Work-Study students.