Federal Work-Study

Student Handbook 2024-2025

Financial Aid Office
Building 1700

A. Introduction

The Federal Work-Study (FWS) Program provides part-time jobs to eligible students with financial need. The program is intended to be a learning experience, benefiting the student's educational goal, and enhancing future employment opportunities. FWS is a highly desirable type of aid and funds are limited; therefore, students must complete the financial aid process and qualify before working in any FWS position.

Student wages are funded through a combination of federal funds and employers that are paid monthly through Imperial Valley College. There is no guarantee that a student will be able to get a job or earn the full amount of their award before the IVC allocation for FWS funds is spent. Work-study earnings are a supplemental part of the financial aid package meant to meet education expenses; students should not anticipate that work-study earnings will be sufficient to be the sole source of income and should budget accordingly.

B. Requirements for Employment

Students must maintain continuous enrollment in 6 units of required coursework. If you drop to less than half-time, you are no longer eligible.

Work-Study students are also required to maintain good student conduct and are subject to termination if sanctioned.

C. Employment Period

Fall 2024: August 1, 2024, thru December 13, 2024
Spring 2025: January 2, 2025, thru June 6, 2025
There is no Federal Work-Study during the summer.

D. Student Responsibilities & Job Expectations

Students, as well as supervisors, are responsible for monitoring hours worked. It is your responsibility to keep track of ensuring that you do not exceed hours allotted.

Students are expected to:

- Report to work promptly when scheduled.
- Notify the supervisor as soon as possible when they will be late or unable to work.
- Dress appropriately for your work location.
- Refrain from conducting personal business on the job.

- Adhere to the confidentiality of the job and the department.

Work-Study students are subject to the same performance, discipline, and termination standards as any other employee. Being a WS student does not afford special privileges or protection.

E. FWS Work Hours & Breaks

Per federal regulation, students may not be scheduled to work during their class time or exam periods; please provide your supervisor a class schedule each semester. Any exception, such as a class cancellation or early dismissal, must be documented.

- FWS students cannot work more than 15 hours per week or over 8 hours in a day. Exceptions must be approved by a WS Coordinator in advance.
- FWS cannot work holidays or weekends unless previously approved by WS Coordinator
- FWS students scheduled to work 4 to 5 hours must take a 15-minute break.
- If scheduled for 6 or 7 hours, students must take a minimum 30-minute lunch.

It is the student's responsibility to keep track of the actual hours worked, including time in and time out. Time must be tracked on a Work-Study Timecard, one is available on the financial aid website. Please note that the Work-Study Timecard **does not** replace the Electronic Timesheet on WebSTAR which is used to report hours worked for payroll purposes.

F. Timesheets

All timesheets must be approved as directed by HR each month for hours worked from the 11th of the previous month to the 10th of the current month. When completing timesheets, round off to the nearest ¼ of an hour. (e.g. 15 minutes = 0.25; 30 minutes =0.5; 45 minutes = 0.75)

Students and supervisors are responsible for submitting timesheets on time. Failure to submit timesheets in a timely manner may result in disciplinary action and/or termination. Any late timesheets will **NOT** be processed in the normal scheduled payroll but will be processed with the following month's payroll process. WS payments will be sent via direct deposit or mailed to the student's mailing address on the last working day of each month.

G. 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; a limit of 48 hours total may be accrued and 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 the supervisor with reasonable advance notice when using sick leave unless the event is unforeseeable, when then the student must provide notice "as soon as practical". Sick leave hours must be reported on the Electronic Time Sheet. Federal Work-Study funds may not be used to pay sick leave hours; the district/employer incurs the cost.

H. Termination of Work

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 job description.
- Inappropriate behavior such as excessive cell phone usage and visits from friends during work hours

If disciplinary problems arise, the supervisor will:

Strike 1: Give the student a verbal warning, stating exactly what the unacceptable behavior was and what needs to be done to correct the problem.

Strike 2: Give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem.

Strike 3: Give the student a written notification of termination stating the reasons why this action has been taken.

I. Notice of Non-Discrimination

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

The district seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.

Non-Discrimination Under Title IX

Title IX is a federal civil rights law that prohibits sex discrimination on the basis of sex in education programs, including athletic programs, or activities that receive federal funding. Title IX covers non-discrimination based on sex or gender, sexual harassment and sexual assault, and program equity, such as athletics.

Imperial Valley College has designated a Title IX Coordinator(s) to monitor and oversee Title IX compliance. Your college Title IX Coordinator is available to explain and discuss: your right to file a complaint; the complaint process; how confidentiality is handled; available resources both on and off campus; and other related matters. The Title IX Coordinator(s) for Imperial Valley College are:

Title IX Contact Coordinator
Johanna Fisher, Associate VP of Human Resources
johanna.fisher@imperial.edu
760-355-6207

Title IX Deputy Coordinator
Alexis Villa, VP of Student Services & Equity
alexis.villa@imperial.edu
760-355-6472

J. Contact Information

All questions and concerns regarding Work-Study Program and eligibility must be directed to the Work-Study Coordinators:

Leticia Ochoa
leticia.ochoa@imperial.edu
760-355-6273

Priscila Sanchez
priscila.ortiz@imperial.edu
760-355-6270

All questions concerning timesheets and general employment requirements must be directed to the HR Generalist:

Athena Chavez
athena.chavez@imperial.edu
760-355-6295

In case of work injuries or accidents, IMMEDIATELY contact your supervisor and/or IVC Human Resources Office at 760-355-6194.