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# Overview of Federal Work-Study

Federal Work-Study (FWS) is a campus-based financial aid program, funded through the Department of Education. Like other grants, FWS is determined by a student's unmet need versus the cost of attendance. The award is determined each school year, and evaluated regularly, meaning a student may be awarded fall, spring, and/or summer, based on eligibility for each term. FWS allows students to earn money toward their education through work on campus, or with an eligible off-campus organization (typically non-profit). Student participation in the program is dictated by various Federal and State Center Community College District (SCCCD) policies.

The goal of the FWS program is to provide students the opportunity to gain valuable work experience in an environment where education remains the primary focus.

## FWS Versus Other Grants

FWS is earned through the hours worked during scheduled shifts. That means that a student may not earn the entire award. However, if the student does earn enough to meet the entirety of the initial award, an increase may be provided; the award increase is dependent upon the student meeting all eligibility requirements. Students will typically begin at minimum wage, but wages can be increased after certain qualifications have been met. Since the money earned is taxable, the student will receive a W-2 for the year of employment and may be required to file taxes.

Annual FWS earnings are not to exceed the award amount; it is possible for a student's award to exhaust before the school year is complete.

For example, if the student is awarded \$3,000 for the year, and they work 15.9 hours per week, they would receive \$3,000 for the year.

## Awarding and Notifications

Students that have indicated interest in FWS, and demonstrate eligibility for the award, will be emailed instructions to apply for authorized FWS jobs. It is the students' responsibility to apply for the approved FWS jobs through our platform. Once the student has been offered a job, they must complete the Placement Authorization Form before starting the hiring process. The Placement Form will serve as an agreement to the terms of holding an FWS position, and it is the first step to completing the hiring process; the remaining steps will be handled through Administrative Services.

Federal regulations state that FWS funds must be awarded in a manner that is fair and uniform and ensures that all students have equal access to the program. All requests from supervisors will be held to the same standard as all other eligible FWS students.

## Awarding Process

Awarding happens on a "first come, first served" basis...

### Interest form

To indicate that a student is interested in Federal Work-Study, the student should complete the Federal Work-Work Study Interest survey found at this link:

<https://forms.office.com/r/5kABDCi2yk>

## Award Periods and Amounts

Awards are determined each semester, with summer being tied to fall or spring. Award amounts can change, depending on a student's need and other awards.

## Orientation

Orientation is comprised of reading this handbook, completing the NeoEd hiring process with Administrative Services, and the training provided at your worksite. Students will need to review and sign the Rights and Responsibilities/Co

organization. If there is an organization that a student is interested in working with, the student should contact the Federal Work-Study Coordinator to see what steps can be taken, if any.

## On-Campus Jobs:

These are jobs that are offered on our FCC campus or with the West Fresno Center.

<https://www.fresnocitycollege.edu/admissions-aid/financial-aid-office/financial-aid-programs/fws-job-postings.html>

## Off-Campus Jobs:

These job listings include non-profit organizations that serve the community, and our district office. The organizations offer a variety of experiences that can include tutoring opportunities, advocacy work, and assisting people in need.

<https://www.fresnocitycollege.edu/admissions-aid/financial-aid-office/financial-aid-programs/fws-job-postings.html>

## Hiring Process

Students will apply for the positions via our job listings page. If the student is selected by the department/organization, the Federal Work-Study Coordinator will establish the placement.

## Placement Authorization Form

The Placement Authorization form will be sent to the student's email address via Adobe Sign. The form will first be sent to the supervisor, and then the student (on-campus jobs will have the dean/director review and sign the form as well).

Once all signatures have been captured, the Placement Authorization will go to the Fresno City College Administrative Services Office for processing. All signing parties will receive a copy of the completed form.

## Rights and Responsibilities

This form covers the rights and responsibilities of a student worker with SCCCD. The form will need to be reviewed and signed by the student via Adobe Sign.

Form. Some information may require the student to submit documents in person to the Administrative Services Office. Please follow the instructions that are provided in the invitation to complete NeoEd.

## Authorization to Begin Work

Students may not begin working until all hiring steps have been completed. The Administrative Services Office will provide a letter with the official start date. Any work performed prior to the official start date provided by Administrative Services will be considered volunteer work and will not be paid.

*\*Students that are transitioning from the department budget to the Federal Work-Study award budget will not be subject to the "Authorization to Begin Work Process".*

## Worksite Requirements

There are a few rules and processes that students need to adhere to when working with the Federal Work Study Program, some of which are District Policy and would be relevant to all student aides.

### Worksite Policy

A Federal Work-Study student aide hired within a particular department or worksite, who then works at another area for an unauthorized staff member that is not the immediate supervisor indicated on the student's FWS Placement Form may be removed from the FWS program, or the department. The Financial Aid Office reserves the right to perform site visits to ensure compliance, and to check in with supervisors and students. Once removed from the FWS program, the student will not be reinstated for the rest of the school year. If a change in supervisor or department is needed, a new Placement Authorization Form will be needed.

### Time Reporting

## Unsigned Timesheets and Unapproved UKG

If a timesheet is missing a signature, it will be considered incomplete and will not be processed. If the UKG punches have not been approved by the student's supervisor, the hours worked will not be recognized by payroll. Please ensure that all timekeeping is performed timely and accurately to avoid any delays in pay.

## Paycheck Options

Student Aide paychecks are issued on the 10th of each month. If the 10th falls on a weekend, checks will be issued the previous Friday. Failure to submit the timesheet to the Administrative Services Office or approve the UKG entries by the due date will delay the paycheck until the next pay period.

There are two options for disbursing FWS paychecks.

### Pick Up Option

Paychecks may be picked up at the Campus Business Office (CBO) from 8am to 5pm Monday through Friday. The CBO will hold pay checks for one month. If a check is not picked up within the month it will be forwarded to SCCCD Payroll Department. Please refer to the College Business Office Website for current procedures.

*Note: Government issued picture identification is required. The Business Office will not release a check without one of the following: California Driver's License (CDL), California Identification Card (CID), US Passport, or other government issued identification.*

### Direct Deposit Option (preferred)

Students are encouraged to take advantage of direct deposit for FWS disbursements. FWS checks can be transferred electronically into a checking or savings account, rather than a paper check. Direct deposit likely means earnings can be accessed sooner. Requests for this disbursement method are made through the Administrative Services Office when submitting all other FWS paperwork, or the [Self-Service via "My Portal"](#). If a student is having problems establishing Direct Deposit, they should contact the Campus Business Office.

## Unclaimed Checks

After 30 days, checks that are not picked up will be forwarded to SCCCD Payroll. They will remain stale dated for 6 months. After 6 months, the checks become void. The student may pick up the check at the SCCCD office if the check has not been voided.

## Work Hours Guidelines

Student Aides with SCCCD are considered students, first. All student aides are typically limited to part-time schedules to ensure that the student is able to focus on studies during the primary terms (fall/spring). Students and employers are also expected to adhere to California laws regarding shift breaks. These laws should be posted at the worksite and available to all employees.

The work week is Sunday through Saturday. (If a student worked a block of 4 hours in each of the first five days straight, the hours earned on the 6th day are considered overtime. Students shall not work the 7th day.) *There will be no overtime paid by the FWS program.*



## Breaks and Lunches

A student is allowed a 15-minute break if a block of 4 hours is worked. Breaks cannot be used to arrive late, or to leave early. By law, students must take a 30-minute non-paid lunch break after 6 consecutive hours worked.

Lunch breaks must be indicated on the timesheet.

## Changing Supervisors, Changing Departments/Worksite, and Wage Increases

Changes are possible; students may seek to work in another area within a department that has another supervisor, or they may wish to work in another department. A student may also be offered an increase in wages after working a period of time and take on more duties in their area. These are a list of common changes, and the expectations involved with each.

This is the entry-

## Student and Supervisor Responsibilities

It is the student and supervisor's responsibility to monitor the award usage, and schedule accordingly; if the student and supervisor are aware that a student is near exhaustion of their award, schedules should be adjusted to ensure that the earnings do not exceed the award amount. For instance, if a student has a \$3,000 award for the fall, and has earned \$2,500 through November 30, then the student and supervisor should plan the schedule for December to reflect \$500 in earnings (that would calculate to about 29 hours at \$16.77/hour).

*Award increases will be evaluated on a student-by-student basis. All questions should be directed to the Federal Work-Study Coordinator.*

The following formula can be used to determine the average number of hours that can be worked per week without exceeding the grant amount:

Accepted Grant Amount ÷ Assigned Wage Rate ÷ Number of Weeks in Employment Period

## Award Balance Notifications

The Financial Aid Office will provide a monthly balance report via email to the students and supervisors. The monthly balance reports are reflective of the year-to-date (fiscal year), up to the most recent, previous month's earnings. For instance, September's Award Balance Notification will

## Unit Evaluation

The Federal Work-Study Coordinator will do unit checks throughout the semester to ensure that students are enrolled in at least 6 units for the primary terms (summer unit requirements will vary). If a student drops/withdraws from units, taking their unit count below 6, at any time during the term, the student will lose their Federal Work-Study Award eligibility. If a student drops below, but subsequently adds units, they may become eligible again, but not until the units show as enrolled. The Federal Work-Study program is looking at Title IV eligible units; that means that there is a chance that some enrolled units may not be eligible for Federal Work-Study. Waitlisted units are not considered in unit determinations. Short-term classes will be reviewed on a case-by-case basis.

## Worksite Experience Evaluation

Federal Work-Study Students may be asked to complete a work experience evaluation. If the student worked at more than one worksite in a semester, the student may be asked to complete the evaluation for each worksite, before the semester ends. The evaluation to ensure FWS supervisors are meeting employment standards.

expectations—students will have enough information to accept or decline the job. All students have the right to work in a safe, clean, and professional working environment. FWS students must contact supervisors in advance of tardiness, or to request changes to the work shift. Additionally, it is expected that Federal Work-Study students be on task and perform work-related duties while on the clock.

The Federal Work-Study program was developed to provide opportunities to gain work experience while attending school. It is also a time to learn. If you have questions regarding the job, ask someone in the department for help.

## Establishing a Work Schedule

Students need to work with their supervisors to establish a work schedule. Students and supervisors should consider student course and exam schedules, holidays, breaks, student's Federal Work-Study award limits, and hourly wages when scheduling for the weeks/months. It is the responsibility of the student and supervisor to arrange work schedules based on the award limit and class schedule.

## Dismissal Procedures

Student aides, including Federal Work-Study student aides, are at-will employees. Students participating in the Federal Work-Study program are expected to treat their assignments as they would at any job. If a student's behavior or actions are unsatisfactory, the student may be terminated from employment; however, the student should be informed when he or she is not satisfying work standards, or rules/regulations prior to termination.

## Reassignment After Termination

Students who are terminated and would like to continue in the Federal Work-Study program may be given an opportunity to be reassigned. The request must be in writing, by email, to the Federal Work-Study Coordinator, explaining the termination circumstances and/or reasons why the student should be reinstated. The reassignment of the student will be considered situationally. If students are terminated from their second position, they will lose their eligibility to participate in the FWS program for the rest of the academic school year, or permanently, depending on the circumstances.

# Helpful Tips for Student Workers