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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

awarded for the summer, and students working during the summer should not be expected to be eligible for the entire summer.

The semester's award ends with the semester, regardless of remaining award dollars. The award year ends 06/30/20XX, regardless of whether the student has award dollars remaining.

Student Eligibility

Participation in the FWS program is dependent upon meeting listed federal financial aid eligibility requirements, and SCCCD standards, as listed below:

1. A student must demonstrate financial need, as determined by the Financial Aid Office (det

Word of Mouth

Another way to generate interest is to tap the students you already have working with your area. Let your current student aides know that you are looking to fill a position; your student aide

Hiring

Upon finding a candidate for hiring, the hiring manager/supervisor will need to contact the FWS Coordinator. The coordinator will verify current eligibility and create the Placement Authorization form, which will act as the contract for hire. Unless the student is returning within one (1) year, they will need to complete the OnBoarding process with our Administrative Services prior to work authorization.

Placement Authorization Form

The Placement Authorization Form will be created and distributed via Adobe Sign by the Financial Aid Office. The order of completion is Supervisor, student, and then Director/Dean (as needed). All signing parties will get a copy of the Placement Authorization upon completion. Administrative Services Technician will use the completed Placement Form to create a student aide profile for the student, which may include an OnBoarding process through NeoEd. Students must have an "Authorization to Begin Work" letter from Admin Services prior to starting work.

NeoEd

Administrative Services uses NeoEd, an online platform, to establish employment eligibility. The invitation to NeoEd is sent to the email students list on the Placement Form. Newly hired student aides must complete the NeoEd steps prior to being eligible to work. Some information may require the student to submit documents in person to the Administrative Services Office. Students should follow the instructions that are provided in the NeoEd invitation.

Authorization to Begin Work

Students will receive the "Authorization to Begin Work" after all hiring steps have been completed with Administrative Services. Any work performed prior to the official start date listed on the letter will be considered volunteer work and will not be paid. **Students that are transitioning from the department budget to the FWS award budget will not be subject to the "Authorization to Begin Work" process.*

Worksite Requirements

The following provides the Federal Work Study and District Policy and regulations relevant to student aides.

Worksite Policy

A FWS 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 listed on the student's FWS Placement Form may be removed from the FWS program or 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. A new Placement Authorization Form is required for changes in supervisor and/or department.

Time Reporting

It is the responsibility of students and supervisors to monitor and report accurate keeping. Students that work within the district will typically keep their time through an online platform known as UKG.

Students that work with non-profit organizations will keep their time on a timesheet. Both methods have a deadline for submission. If students submit their timesheets, or if their UKG entries are approved late, the student may have to wait for the next pay-cycle to receive their check.

UKG

Supervisors will need to monitor and approve the students' time entries. Students should only clock in when they are working. Clocking in prior to starting work or manipulating their hours without approval is subject to disciplinary action, up to and including termination. Late approval on UKG entries may result in a delayed paycheck.

Timesheets

Off-campus, non-profit organizations will use time sheets to record student work hours. Time sheets must be signed by both the student and supervisor. Timesheets must be submitted by the 15th of the following month. Late submission of timesheets may result in a delayed paycheck.

correspondence, the supervisor must do the following based on the student's worksite location status:

On-Campus: The new or former supervisor must notify the FWS Coordinator by email regarding the change as to the date of the change and name of the new supervisor with his/her contact information. The change will be made electronically so that all future communication goes to the new supervisor.

Off-Campus: The new or former supervisor must notify the FWS Coordinator by email regarding the change as to the date of the change and name of the new supervisor with his/her contact information. A new Off-Campus Addendum will need to be completed by the supervisor.

Student Aide Levels and Pay Rates

1. Student Aide I \$16.77

This is the entry-level classification and does not require any previous experience. Most, if not all, first-time hires fall into this category for a minimum of one semester.

2. Student Aide II \$17.32

This is the second level; some work experience is desirable as well as possession of basic skills to fulfill the job duties.

3. Student Aide III \$17.86 (requires justification paperwork with Admin Services)

This classification requires responsible experience (e.g. operating and/or repairing computers, equipment, electrical circuitry, application of chemicals, etc.) and the ability to work independently on projects. (See attached detailed classification description for more details). A recommendation letter justifying why the student should be paid at this rate along with students completed SCCCD Classified Application is required.

4. Student Aide IV \$18.94 (requires justification paperwork with Admin Services)

This classification requires highly technical skills with responsible experience and completion of 12 college units or enrollment in or completion of a certificate program. (See attached detailed classification description for more details). A recommendation letter justifying why the student should be paid at this pay rate along with students completed SCCCD Classified Application is required.

Pay Rate Increases

Students may be offered pay rate increases at any time during the academic year in accordance with the SCCCD Classification and Pay Wage Guidelines unless the pay rate increase freezes. Increases may be offered at the discretion of the supervising department based on but not limited to the following criteria:

- Promotion to a higher level with increased job duties.
- Skills gained from prior experience.
- Positive performance evaluation for prior term of employment.
- Length of employment 1 year in the same department.
- Earned a certain number of units for pay increase.

Pay rates should be increased based on merit, not solely to exhaust the balance of the FWS awards. To increase the pay rate, supervisors must contact the FWS Coordinator by email to request a new Placement Authorization Form, which will be submitted to Administrative Services upon completion.

Award Management

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Awards are determined on a semester-by-semester blĭPc3i ar 0Metsrs mde (v)1 (e) 0 Tc 0 Tw 31.94 f ememe72 6

name, the month of the earnings, the amount needed to be transferred, and the budget from which the errant charge was completed.

Because the Financial Aid Office does not have hierarchy and responsibility charts for each department, the requests for expenditure transfers will be sent to the person(s) listed on the Placement Authorization Form. It is the responsibility of the supervisor to connect with the

Nepotism

FWS students shall not be assigned a position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or registered domestic partner as defined by Family Code Section 297 et seq. Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

Notwithstanding the above, the FWS program retains the right to reassign or transfer any student to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or creates situations that involve other potential conflicts of interest.

Student Aide Responsibilities and Expectations

For the FWS students are at-will employees. Their experience at work should be the same as any other employee, with the understanding that this may be the student's first job. Students should be made aware of supervisor and department work expectations and adhere to the supervisor's conduct guidelines, rules for attendance, tasks, and responsibilities. The expectations are that students be professional and follow pre-established work schedules. Although there is no specific dress code for all FWS students, students should always dress appropriately for the workplace. Please make the student aware of any expectations. All students have the right to work in a safe, clean, and professional working environment. FWS students are expected to contact supervisors in advance of tardiness, or to request changes to the work shift. Additionally, it is expected that FWS students be on task and perform work-related duties while on the clock.

The FWS program was developed to provide opportunities to gain work experience while attending school. It is also a time to learn. While we wish to have students coached in job expectations and to be allowed time to study, unless their job is directly related to the class, study time should be reserved for non-work hours.

Establishing a Work Schedule

Supervisors need to work with the students to establish a work schedule. Supervisors should consider

- student course and exam schedules,
- holidays and breaks,
- the student's FWS award limits,
- and hourly wages

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 FWS student aides, are at-will employees. Students participating in the FWS 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 FWS program may be given an opportunity to be reassigned. The request must be in writing, by email, to the FWS

Helpful Tips for Student Workers

<p>PUNCTUALITY Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.</p>	<p>COMPUTER/INTERNET USAGE Some student positions require the use of computers, and the internet. Student employees should not use the workplace computers for personal reasons, without permission from their supervisor.</p>
<p>ABSENCE Student employees are responsible for calling their supervisor, in case of absence. All attempts should be made to give as much advance notice as possible</p>	<p>COMMUNICATION If you are given a task, and you are unsure of what needs to be done, it is your responsibility to ask questions and seek out help.</p>
<p>PROCESSES Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.</p>	<p>TASK COMPLETION If you are assigned a project or specific responsibility, make sure you provide appropriate status updates to the appropriate person(s) and that arrangements are made for completion.</p>
<p>RESPECT It is expected that all employees will be courteous and helpful to others.</p>	<p>MISTAKES Your student position is a great opportunity for personal growth. Don't be discouraged if you make a mistake. Learn from it!</p>
<p>CONFIDENTIALITY Work-related information is confidential and should not be discussed with others. Any information (files, student, and employee information) a student may come across during employment is strictly confidential and should not be discussed outside of work, under any circumstances. Any violation of confidentiality will be subject to discipline, up to, and including termination of employment.</p>	<p>KEEP INFORMED It is important that you know what is going on around campus and can act as a resource to other students. Represent your department well.</p>

CELL PHONES

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