



**Charles R. Drew University of Medicine and Science**

**Federal Work Study**

**Student Handbook**

**2016 - 2017**

**Office of Financial Aid and Scholarships**

### **What Is Federal Work-Study?**

Federal Work-Study is a federally funded program that is awarded to eligible students through the Office of Financial Aid and Scholarships (OFAS) at Charles R. Drew University of Medicine and Science. Federal Work-Study (FWS) enables you to earn that portion of your academic expenses not covered by grants and loans. If you have been awarded FWS funds, you must work with an eligible FWS employer. An eligible FWS employer is an on-campus department with an approved FWS budget allocation or community service agency that has a FWS contract in place to hire FWS student employees.

Charles R. Drew University of Medicine and Science (CDU) recognizes the importance of student employment as a component for both financial need and academic pursuit. As a student considering employment with the University, you should weigh the advantages of locating a job that matches your special skills, interest, and/or academic major. If you are not hired by a FWS authorized employer you will not receive any portion of your FWS award.

Your FWS award is an academic year award. You must be enrolled at least half-time (6 units for undergrad & 6 units for graduate) during each of the Fall/Spring semesters in which you are employed. You may earn 50 percent of your FWS award in the fall and 50% in the spring. If you do not earn all of the 50% in the fall you may use the remaining balance during the spring, but you may not earn any portion of your spring award during the fall semester

You are paid hourly wages and will receive a bi-monthly paycheck until you have earned the entire amount of your FWS award, or your job ends, whichever comes first. One benefit of working in a FWS position is when you apply for financial aid for the next year, you will not have to count your FWS wages as income for financial aid purposes. Another benefit is that on-campus employers prefer to hire FWS student employees so there are many jobs available.

Please note that FWS earnings are subject to IRS Tax reporting requirements. For more information concerning IRS Tax reporting requirements please contact a tax consultant professional.

Federal Work-Study is a Financial Aid Program awarded to eligible students. It provides you with an opportunity to gain work experience, earn money to pay for your college expenses and doesn't count against you when reapplying for financial aid.

### **Community Service Opportunities**

Students who are eligible for employment in the Federal Work-Study Program (FWSP) have an opportunity to serve the local community through paid work experiences. Community service work includes tutoring assignments with the Los Angeles United School District (LAUSD). For a full description of all community service tutoring opportunities please visit with the OFAS Federal Work Study Coordinator.

### **Frequently Asked Questions**

#### ***How did I qualify for FWS?***

You completed a Free Application for Federal Student Aid (FAFSA) for the academic year and were determined eligible for federal financial aid. Federal Work-Study is awarded to students with the highest need who have met the priority filling deadline and have indicated on the FAFSA they are interested in employment as part of their financial aid award. Students must re-apply every year to be considered and must indicate their preference for part-time employment on the FAFSA.

#### ***What do I do if I want to continue working in my current FWS job?***

If you are continuing in the same FWS job, notify your FWS supervisor that you have a FWS award and would like to continue your current assignment. The supervisor will notify the FWS Coordinator on your behalf. Nothing else is required on your part.

#### ***How do I find a FWS Job?***

CDU FWS jobs are posted on both the website and in the OFAS. Please note, in order for you to be eligible for a FWS job, you must notify the OFAS of your intent.

*Tip: Start looking for a job immediately because many of the jobs will be filled by the time the fall semester starts.*

The FWS employment “year” begins on the first day of Fall classes and ends the last day of Spring classes. If you run out of FWS funding before the end of the year, you must immediately stop working.

***What kinds of FWS jobs are available?***

There are a variety of jobs available through the Federal Work Study Program (FWSP). Some jobs are for students who have never held a job, and others require experience, education, or a skill in a particular field.

***How many hours a week can I work?***

Most FWS jobs are between 10-20 hours per week. You may not work more than an average of 20 hours per week during periods of instruction. At the start of your employment, consult with your supervisor to establish when you will work and the number of hours you will be working per week. If you need to change your schedule because of a class conflict, you must get your supervisor's approval first.

***How much will I get paid?***

All students are paid at least the minimum wage of \$10.00 per hour, with some students being paid more depending on the position. The FWS Coordinator is required to maintain documentation that supports any differences in pay among student employees.

***When do I get paid?***

You will be paid on the 10<sup>th</sup> and 25<sup>th</sup> of every month. If the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend you will receive your paycheck the Friday before.

***Do I get a lunch hour or breaks?***

You are allowed a paid fifteen-minute break during a shift of four hours or longer. If you work six or more consecutive hours during one day, you must take an unpaid lunch break of at least one-half hour. It is expected that break periods be taken approximately half-way through your shift. You may not take breaks at the beginning or end of the shift, and you may not combine your breaks to come in late or leave early.

Additional Information: FWS student employees are not entitled to overtime pay, paid holidays, paid sick leave, vacation time, unemployment insurance, jury duty or permanent status. You will receive an hour's pay for an hour's work, minus a small amount for federal and state income tax withholdings.

### **Rights and Responsibilities**

As an employee:

- You are expected to conduct yourself in a professional manner.
- You are entitled to be clearly informed of your work schedule that both you and your supervisor agreed on.
- You are expected to be at work on-time as scheduled, or to notify your supervisor in a timely manner if you are going to be late or will not be able to work.
- You must notify your supervisor immediately if the amount of your FWS award is revised or canceled.
- You are responsible for monitoring your FWS wages and reporting to your FWS supervisor when you are close to reaching your allocation (maximum earnings).
- You are responsible for signing, and turning in your timesheet to your supervisor each month by the deadline set by the Office of Human Resources.
- You are responsible for reporting your time accurately.
- As an employee you have a right to work in a safe, drug-free, non-threatening environment.
- You have the right to be treated fairly and without discrimination by your supervisor, other campus personnel, students, and the general public.
- You have the right to expect your supervisor to clearly state and fully explain your duties and workload expectations.
- Work-Study employers have been advised that you cannot work more than 20 hours per week during instructional periods. However, it is up to you to make sure that this rule is not violated or you may end up having social security taxes deducted from your paycheck, and in some cases, you may be expelled from the FWS program.
- As a FWS student employee you cannot volunteer hours at your job. You must be paid for all hours worked.

An employer may terminate your FWS employment:

- If your work schedule is not compatible with the department's needs.
- If you display unprofessional conduct such as repeated absences, reporting to work late, improper dress, or disrespectful behavior.
- If you do not maintain the confidentiality of records.
- If your work is unsatisfactory.
- If you falsify hours on your timesheet

Other Reasons for Job Termination Include:

- Failure to comply with departmental health, safety, and sanitation standards.
- Unauthorized disclosure of confidential information or falsifying information.
- Falsification of hours on a Time Card.
- Theft of money, equipment, personal or University property.
- Possession of weapons in the workplace.
- Use of alcohol or illegal drugs during working hours or reporting to work under the influence of such.
- Threatening, attempting, or doing bodily harm to another person.
- Sexually harassing any person, or making false claims of sexual harassment.
- Discriminating against any person on the basis of race, ethnicity, gender, marital status, disability, or sexual preference, or making false claims of such discrimination.
- Unauthorized personal business (phone calls, friends who drop by, homework, use of internet services for private use, etc.) while at work.
- Improper use of any University property, including office supplies, keys, equipment, University vehicles, computer, mail or phone service.
- Unauthorized entry into University buildings outside of normal working hours, or entry into restricted areas.
- Making false, malicious statements concerning other employees, supervisors, students, or the University.

**Sexual Harassment Policy**

In order to maintain a positive, discrimination-free educational and work environment, CDU declares that sexual harassment in the workplace or the educational environment is unacceptable and therefore prohibited. The CDU Federal Work Study Program subscribes to the Sexual Harassment policy as defined in the CDU Human Resources Administrative Policies Manual.

**Position Transfer Procedures**

Once a student has accepted an offer of employment, they should continue on the assigned position until they have earned their authorized award. If a student feels the need to change positions, the student should discuss the reason for wanting a transfer with his/her current supervisor and the FWS Coordinator in the OFAS. All decisions regarding transfers of employment must be approved by the Director of Financial Aid and Scholarships.

### **Summer Employment**

CDU hires students to work during the summer months if funds are available and positions of need present themselves. Generally, these positions are funded through the Federal Work Study Program. A student must complete a FAFSA for the subsequent year in order to determine eligibility. Eligible students must also plan on enrolling full time at CDU for the fall term. If a student is not enrolled for the fall term, he/she must be enrolled in summer courses for the period he/she is working.

Per federal regulations, any dollars earned working through the Federal Work Study Program during the summer must be considered as a resource when determining financial aid for the fall semester. Each student is notified, prior to beginning employment, of the effect his/her summer earnings may have on the amount of financial aid he/she is eligible to receive for the subsequent year. Summer employees are limited to the number of hours they are eligible to work during the summer months.

### **SAP**

If a student is not making Satisfactory Academic Progress (SAP), they will be removed from the FWS program. Students should understand that a failure to meet the standards of SAP will result in termination from the FWS position. Factors associated with not meeting SAP include:

- Dropping to a cumulative GPA that is below CST minimum graduation requirements;
- Excessive unexcused absences from class; and
- Taking an incomplete

### **Safety**

If you get hurt on the job:

- Verbally inform your supervisor immediately after sustaining an injury while performing your job duties. If your supervisor is unavailable, inform a regular, full-time employee in your work area.
- If the injury is life threatening, immediate medical attention is your highest priority. Call 911 for emergency medical transport to the nearest hospital.
- For non-life-threatening accident or injury, you may choose to visit your personal physician.
- Your supervisor will report job-related accidents or injuries to the Human Resources Office within 24 hours of the accident. The written report must be filed to document the time. Please include names of witnesses and the nature of the injury.

### **Absences**

Any student who is unable to report to regularly scheduled work assignments due to emergency situations is expected to notify his/her supervisor immediately. In nonemergency situations, students are expected to notify their supervisor in advance.

### **Dress Code**

Each department or unit has established dress standards appropriate for the location, season, and type of work to be performed. A student employee is expected to comply with the departmental policy.

### **Drug and Alcohol Use**

The use of alcoholic beverages and illegal drugs while working on campus is absolutely forbidden and will result in immediate termination.

### **Unearned Employment Awards**

If a student does not work his/her entire student employment award, the unearned amount is forfeited. Unearned award amounts are not carried forward to future employment periods under any circumstances.

### **Holiday, Breaks, Evenings and Weekends**

Students are not normally required to work during certain periods. However, students working in qualified areas may be requested to work during these periods. The department supervisors will notify students regarding what is expected during these situations.

### **Grievance Procedures**

If something bothers you or does not seem right, ask to speak to your supervisor first. Most problems can be resolved by your supervisor. However, if your supervisor cannot resolve the problem or the problem is serious and involves your supervisor, you should discuss it with the FWS Coordinator in the Office of Financial Aid and Scholarships.

If the FWS Coordinator cannot resolve the problem through informal negotiations, you have the right to file a formal grievance. A grievance is a written complaint alleging that a supervisor violated a specific provision of the University and/or State Employment Policy. A

formal grievance procedure is written for the purpose of resolving disputes relating to interpretation of policy or rules. Submit your written grievance to the FWS Coordinator.

In accordance with law, the FWS does not discriminate on the basis of race, color, national origin, sex, sexual preference, marital status, age, disability, and religious creed in its services or employment practices.