



**Charles R. Drew University of Medicine and Science
Federal Work Study Program**

Supervisor Handbook

2016 - 2017

Office of Financial Aid and Scholarships

Purpose

This manual has been prepared as a reference for departments and agencies participating in the Federal Work- Study Program at Charles R. Drew University of Medicine and Science. We hope that you will find it helpful in understanding the Federal Work-Study Program and answering most of your questions.

In the Reauthorization, the federal government passed legislation to refocus the Federal Work-Study Program on community service and quality work experience. As a result the Office of Financial Aid and Scholarships (OFAS) has developed a number of opportunities for students to earn their Federal Work-Study awards in both on-campus and community service related jobs.

We appreciate your involvement in this program. You are providing an educational opportunity for students to apply what they learn in their work-study job to the world of work that they will one day enter on full time basis.

Background

According to the Higher Education Act of 1965 as amended under The Higher Education Amendments of 1992, the purpose of Federal Work-Study “is to stimulate and promote the part-time employment of students who are enrolled as undergraduate, graduate, or professional students and who are in need of earnings from employment to pursue courses of study at eligible institutions, and to encourage students receiving Federal student financial assistance to participate in community service activities that will benefit the Nation and engender in the students a sense of social responsibility and commitment to the community.”

In 1997, Congress required all institutions receiving Federal Work-Study (FWS) money to utilize 5% of those funds for community service. In Higher Education Act of 1998, that number was increased to 7% and requires at least one tutoring or family literacy project.

More important than the money, the FWS experience has helped thousands of students to focus on a specific career objective for the first time. For many, it leads directly to permanent employment upon graduation.

The FWS program serves a variety of purposes for the students, the institution and the community. This manual has been designed to assist supervisors participating in the FWS Program. An attempt has been made to summarize and highlight some of the most important regulations and procedures governing this program.

Regulations of Interest

1. Federal funds are allocated for 100% of the total compensation under the Work-Study Program.
2. Only students who have applied for financial aid, are eligible, and can secure a FWS job may participate.
3. Students may not earn more than the amount of their Work-Study award.
4. Students may not earn their spring semester award during the fall semester.
5. The award year is from the first day of Fall classes to the last day of Spring classes. Any unearned portion of an award may not be carried over from one award year to the next.
6. Work assignments must be in the public interest. They may not:
 - a. result in the displacement of employed workers or replacement of employees on strike;
 - b. impair existing contracts for services;
 - c. be related to sectarian instruction or religious worship;
 - d. involve any partisan or non-partisan political activity or lobbying;
7. be primarily for the benefit of a limited membership organization (e.g., Cooperatives, Unions, Faculty Association, fraternities/sororities, etc...); an elected official; or for which the political affiliation of the student is a prerequisite.
8. Work which is otherwise eligible employment is not made ineligible solely because it satisfies a requirement of a degree or a certificate pursued by the student. However, in no case may a student be paid for receiving instruction in a classroom, lab, or other academic setting.
9. Work-Study students must be enrolled at least half-time in the regular university.
10. Federal Work-Study students are limited to working an average of 20 hours per week during any regular academic semester in which they are enrolled. Any deviation from this policy for emergency, short-term periods **MUST** be approved in advance by the FWS Coordinator in the Office of Financial Aid and Scholarships. Students may not work during hours they should be in classes in which they are enrolled. Under no circumstances can students be authorized to earn over- time pay.
11. It is the combined responsibility of the supervisor and the student to submit time

sheets and it is the responsibility of the payroll supervisor to enter the payroll on-line in the Human Resource Payroll System for the processing of salary payments on the designated dates.

12. It is the hiring department's responsibility to interview, select, and hire work-study student employees.
13. The employer pays the full salary of the student once the work-study award has been earned.
14. If a student becomes ineligible for the work-study program, the employer immediately pays the full earnings of the student. This applies to hours already worked and earnings already paid to the student.
15. Paychecks issued by the University are disbursed to students on the 10th and 25th of each month.

Student Eligibility

Criteria:

Student must meet ALL the following criteria to be eligible for any financial aid program.

1. Be enrolled at least half-time (6 units as an undergraduate or credential student; 6 units as a graduate student enrolled in graduate level courses) at CDU.
2. Maintain satisfactory academic progress
3. Be a citizen or permanent resident of the United States.
4. Have demonstrable financial need as determined through the Free Application for Federal Student Aid (FAFSA) process.
5. Not be in default on a student loan or owe a repayment on a Title IV grant.

Institutional Procedures:

If a student is eligible to apply, the following steps must be taken to qualify for any financial aid program and to commence employment.

- Student must complete the FAFSA by the March 2nd priority deadline.
- When the student's file is complete, a financial aid package is prepared and may consist of grant(s), loan(s), and/or Federal Work-Study (FWS) award.
- If the student is not packaged with a FWS award the student may contact the OFAS to check on his/her eligibility.
- Student receives an Award Notification from the OFAS.
- Student identifies a position(s) that she/he is interested in by searching for applicable job opportunities.
- Student must contact the employer to arrange an interview. If the employer decides to hire the student and the student accepts the offer, the student has made a commitment to work at that job.
- A supervisor verifies the student's FWS award by contacting the FWS Coordinator.

Departmental Federal Work Study

Once a year all departments, programs, research directors, and off-campus agencies MUST attend the Annual FWS Supervisor's Meeting. The annual meetings are usually held during the months of April & May for the next academic year.

Job Descriptions and Salary Schedules

Job Descriptions:

Job Descriptions are to be completed by the supervisor and submitted to the FWS Coordinator.

All jobs must be approved by the OFAS before the job can be advertised or before a student can be hired in that job.

Salary Schedules:

Supervisors must follow the Human Resource policy on payment notifications, timecards, and supplemental pay related documentation.

FWS Authorization

When a FWS applicant is hired, the Human Resources (HR) hirer requests the student's Work-Study Authorization from the FWS Coordinator.

When the student is offered the job, the FWS Coordinator will refer the student to the Human Resources Office to complete the sign-in process. The student must sign-in with HR before beginning to work.

Record Keeping

Payroll Documents:

The CDU HR Payroll Office must have the signatures of both the FWS Coordinator and the student employee's supervisor authorized to sign time sheets on record

The FWS payroll period generally begins on the 1st of each month and ends on the last working day of the month. Please see the campus payroll schedule available on the Human Resource Office. Any problem with paychecks should be resolved with the Payroll Office by contacting the CDU payroll representative.

Budgeting Award:

Part of the hiring process should include:

- A review of the student's allocation
- A review of the department's need for either regular hours throughout the entire semester/year or time periods of heavy workload, and
- The student's need to have a steady income throughout the semester/year or intent to earn the total amount of the award in a short period of time.

A discussion of these issues between the supervisor and the applicant may prevent later problems with either/or the award amount and the rate of earnings. The average number of hours per week may be obtained by dividing the award by the hourly pay rate to arrive at the total number of hours to be worked; then dividing the total number of hours to be worked by the number of weeks covered by the award.

The Supervisor should maintain a cumulative record of student's earnings and remaining award

Following is an example based on a \$4,000.00 award and an hourly rate of \$10.00 to be budgeted over 30 weeks:

$\$4000.00 / \$10.00 = 400.0$ hours

400.0 (hours) / 30 (weeks) = 13.33 hours per week average

Students may not earn the Spring semester's award during the Fall semester.

Supervisors should be sensitive to the student's responsibility to maintain Satisfactory Academic Progress (SAP) in order to retain financial aid eligibility. For example some students might be capable of working 20 hours per week, depending on their unit capacity and study time required.

Students at CDU are limited to a 20-hour maximum workweek during any regular academic semester in which they are enrolled. Any deviation from this policy must be approved in advance by the FSW Coordinator.

There is no provision for overtime pay under the FWS Program. Therefore, students cannot be permitted to work in excess of 40 hours per week at any time.

Award Modifications

For a variety of reasons, FWS student employees may have their awards decreased, or have a financial aid hold placed on their file. When this occurs, the WSO:

1. Notifies the student's supervisor promptly communicates via telephone in addition to an email notification.
2. The supervisor must adjust the student's work schedule as necessary, or in the case of a financial aid hold the supervisor must refer the student to a Financial Aid Counselor immediately.
3. Departments who would like to retain a student for employment for the following academic year must put a request in writing addressed to the FWS Coordinator.

Supervisors are requested to discuss any unusual arrangements or prolonged absence of a student with the FWS Coordinator. A very important aspect of our office is to keep open communication between all parties involved in the FWS Program. Whenever there are questions, comments, or concerns, the FWS Coordinator will be available to listen and discuss them. Input is vital to making our services more effective and efficient.

Supervision

All FWS student employees are to be directly supervised. It is important that the employer carefully explain the job requirements in their entirety to the students before they begin working. Students should be encouraged to ask questions about instructions or procedures that are unclear. Working hours should be arranged between the employer and the student. Students are expected to adhere to the arranged schedules as would be expected from a regular employee. It should be understood, however, that the student employee is primarily a student and must occasionally take tests during scheduled working hours. If such is the case, the student should inform the employer of such times in advance.

Supervisors must maintain a cumulative record of the wages earned for each student assigned to their area; both students and supervisors are informed regarding the students' progress toward their FWS awards on a bi-monthly basis.

Every FWS student employee should be evaluated periodically and at the time of termination.

Summary of Responsibilities

As a FWS awardee, the student assumes the following responsibilities:

- Must reapply for financial aid annually using the Free Application for Federal Student Aid (FAFSA) within the time period prescribed for priority consideration if the student wishes to continue in the same FWS position.
- Must read and complete all paperwork required from the OFAS, Human Resource Office, and the supervisor in the department where employed.
- Must maintain and keep records of regular work schedule and earnings.
- Must notify the supervisor as soon as possible of any change necessary in work schedule.
- Must refrain from conducting personal affairs on the job (telephone calls, visitors, school work, internet searches, etc).
- Must complete timecards and submit it to her/his supervisor by the due date.
- Must notify the OFAS if changes occur in name or enrollment status.
- Must keep track of earnings and NOT exceed FWS semester award. When getting close to award maximum, the student should discuss with supervisor immediately.
- Must read FWS Student Handbook

The FWS Coordinator has the following responsibilities in administering the FWS Program:

- Must conduct the FWS Annual Supervisor's Meeting.
- Review and approve all job descriptions for FWS positions.
- Conduct on-site visits to see how departments/off campus agencies are employing FWS students.
- Develop the necessary forms and procedures to administer the program.
- Maintain current records of job openings, student referrals, placements, and earnings.

- Notify supervisor promptly when student's award is modified, terminated, or near expiration.
- Consult with supervisors, students, financial aid counselors, and others, as needed.

FWS Supervisors have the following responsibilities:

- Attend the mandatory annual FWS Supervisor's Meeting.
- Be innovative in developing job opportunities for students.
- Submit job descriptions to the FWS Coordinator in a timely manner
- Interview, schedule, train, and supervise FWS students employed by department.
- Maintain a cumulative record of each student's time worked as indicated on their timecards.
- Monitor earnings and terminate student promptly when total FWS award has been earned.
- Should any student/supervisor/staff job-related problem arise, discuss promptly, and if problem cannot be resolved, bring it to the attention of the FWS Coordinator.
- Select students for employment without consideration of age, sex, race, religion, marital status, or group affiliation.
- Conduct periodic evaluations of FWS students.
- Assume full fiscal responsibility for earnings of students during any period of time when the student is or was ineligible to receive FWS funds.

Fringe Benefits

Breaks:

FWS Students are entitled to a 15-minute break during each four consecutive hours of work. Breaks may not be accumulated for lunch period, late arrival or early departure. Students who work an 8-hour day must take a minimum of a 30-minute lunch period without pay. The 15-minute break cannot be accumulated for lunch and cannot alter the scheduled work period.

Hours of Work:

When school is in session, FWS employees may work up to, but not in excess of 20 hours per week total in all positions. The Internal Revenue Service guidelines for student employees to remain exempt from social security and Medicare deductions limits their normal working hours to 20 during the academic year. An exception is allowed if the hours exceed 20 for a short period of time (up to 5 weeks) and infrequently. Exceptions to this policy require approval of the FWS Coordinator in advance.

Worker's Compensation:

On-campus FWS students are automatically covered by Worker's Compensation if they are injured while working. Any such injury must be reported immediately to the CDU Human Resource Office. If the student experiences pain or any other reaction either at the time of injury or subsequently, the supervisor should seek immediate medical attention on behalf of the student.

Work-Study Students are NOT eligible for any of the following benefits:

- Unemployment insurance
- Life insurance
- Health plan or medical expenses for non-job related illness or accident
- Social Security
- Paid holidays, vacation or sick leave
- Pay for Jury Duty days

Termination

A student may be involuntarily terminated from his or her position when performance is continually unsatisfactory.

Depending on the individual case, separation from employment may occur for reasons such as but not limited to:

- Continued poor work performance or attitude
- Continued excessive tardiness or absence
- Falsification of employment or University records (such as time cards)
- Disobedience
- Insubordination
- Refusal to carry out the instructions of the supervisor

When a FWS student worker's performance does not meet performance standards the following procedure should be followed:

1. In private, the student worker must be told in explicit terms how the job requirements are not being met and be given specific suggestions for improved performance. Evaluation of performance should be based on job-related criteria only.

2. If the FWS student worker's performance continues to fall below required standards the student should be informed in writing of these deficiencies. The supervisor should send a copy to the FWS Coordinator to be placed in the student's employment record.

3. If after at least one written warning the student's work performance continues to be unsatisfactory; the student may be terminated from the position. At such time, the OFAS must be notified in writing of the student's termination. All notices of termination will be placed in the student's employment file.

Any student who has been terminated from two on-campus FWS assignments must wait one full academic year before they are eligible to work on campus again. Should any student be terminated from three positions, they will no longer be permitted to work in the FWS Program.

Payment Procedures

The student shall keep a daily record of the hours worked on the Timecard and sign the certification at the end of the pay period.

The supervisor shall keep a daily record of the hours worked by the student and certify that the information on the Timecard is correct and accurately calculated by signing in the designated place.