



Policies and Procedures

TITLE: AWARD OF FEDERAL WORK-STUDY

POLICY NO: 1-9

EFFECTIVE DATE: 03/19/91

VCCS POLICY NO: N/A

REVISED DATE: 03/06/07

I. Purpose:

To provide policy and guidelines for the basis upon which the college will consider and make awards to students for Federal Work-Study (FWS) opportunities.

II. Definitions: N/A

III. Policy:

The following policies shall apply for the operation of the FWS Program for the fall and spring semesters and for the summer sessions unless separate policies are provided:

- A. The Financial Aid office shall determine the eligibility status only for students who indicate on their financial aid applications that they are requesting a FWS job. Applicant demonstrating financial need on their Free Application for Federal Student Aid (FAFSA).
- B. While a student may receive a FWS award notification, the college cannot guarantee a FWS job to each student who receives a FWS award. The financial aid award letter shall reflect that the FWS award does not guarantee the student a job.
- C. The executive officers may exercise their option of identifying and allocating FWS jobs at each campus and at the college administration building. The executive officers may develop a system so that the allocated FWS jobs can be prioritized depending upon that campus' or area's employment needs. Certain FWS jobs may be identified through the director of financial aid by action of the executive officers to be filled on a priority basis.
- D. The FWS coordinator will determine how many students can be sustained on the FWS payroll by dividing the total dollars allocated for the FWS Program by the hourly rate of pay for on-campus employment and further divide that number by the average academic year FWS award amount (adjusted also for the number of off-campus students needed to comply with the federal requirement regarding the percentage of the community service earnings expectation). The coordinator is the person responsible for authorizing placements, forwarding employment packets to the supervisors, and submitting completed employment packets to the Human Resources office for placement on the college's FWS payroll.
- E. The student who has been awarded FWS funds shall explore job opportunities found in the FWS job listing of positions made available at the college. The student must contact the potential employers to request an interview.

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- F. The FWS coordinator has the responsibility for authorizing and approving all FWS placements in the FWS Program. In all cases, the supervisor must furnish to the FWS coordinator the name of the student he/she would like to hire. This is the point at which the supervisor is informed that the student's placement in the FWS Program is authorized. The FWS coordinator informs the supervisor of the number of weekly hours the student may work based on the student's FWS award. In no case may a student work more than twenty (20) hours per week.
- G. As work-study jobs are filled by the work-study coordinator, the work-study hours pool shall be reduced by the number of hours assigned each filled job. When all work-study hours are obligated, no further work-study positions will be filled. If work-study jobs are vacated by students or canceled by the supervisor, the work-study coordinator shall be notified immediately; and the remaining hours assigned to that job shall be returned to the work-study pool.
- H. All successfully-hired FWS Program participants will be required to attend a mandatory orientation session prior to beginning their employment. The dates and times of the orientation sessions will be included with the award letters to all students awarded FWS. During orientation, the FWS coordinator will review and discuss the guidelines, procedures, authorized hours to be worked, and expectations associated with the FWS Program. All participants will receive an employment package containing necessary forms to be completed for employment and payroll purposes.
- I. Group orientation sessions will be held at the beginning of each semester. Students who have attended an orientation session during the fall term and will be continuing their employment during the spring and summer terms do not need to attend a spring or summer orientation session. Individual orientation sessions will be held, if necessary, by appointments only once all group sessions have concluded.
- J. The FWS coordinator will inform both the student employee and supervisor when the student employee has at least forty-five (45) hours remaining to be worked. The student employee and the supervisor will be notified in writing by E-mail and/or U.S. Mail and by telephone. Once the FWS coordinator has communicated this information to the student and supervisor in a timely manner (remaining hours to be worked total at least 45 hours), any hours worked in excess of the authorized hours will not be paid through FWS funding.
- K. The FWS coordinator monitors the expenditure by means of a spreadsheet created for each semester. The spreadsheet identifies each student worker, each students' hourly rate of pay, the semester award amount, the total semester hours awarded, the total earnings from the prior semester(s) in the academic year, and the jobsite of the student worker. FWS students are paid bi-weekly as scheduled by the JSRCC Payroll department. Students record their arrival and departure times on timesheets daily. Each week the completed original timesheets, signed by both student and immediate supervisor, are forwarded to the FWS coordinator where they are either processed for payment and forwarded to the college Payroll office for payment or returned for correction to the student's supervisor. A supervisor's signature denotes that the student has performed satisfactory work and that the hours are correct. Timesheets must be received in the

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Financial Aid office no later than Friday of each week. If the deadline is missed, timesheet certification by the FWS coordinator may be delayed, which may also delay processing of the paycheck by two weeks. A supply of timesheets will be provided at each job site to the supervisor. Timesheets will not be accepted if supervisory signatures are missing.

L. The FWS coordinator will update the spreadsheet weekly to reflect the following:

- a. Each student's balance of hours for the semester and the academic year
- b. Each student's total FWS expenditures for the semester
- c. College's semester and fiscal year FWS allocation balances

Following the bi-weekly certification of timesheets by the Payroll office, the FWS coordinator will reconcile the spreadsheet with the Payroll office.

M. The college shall satisfy the on-campus needs for FWS students before it accepts FWS opportunities in off-campus public and non-profit settings except as it applies to the community service requirement of FWS students (see C. above).

N. The college shall identify FWS work opportunities that provide meaningful work experiences for the students in those work positions. Supervisors will be required to attend applicable FWS orientation and training sessions and adhere to all requirements and guidelines of the FWS Program.

O. The president of the college, as part of the annual budget development process, shall determine the extent to which the college will exercise its option to provide matching dollars to the federal FWS allocation.

IV. Procedures:

The work-study coordinator shall be responsible for monitoring each payroll of the FWS Program to determine the total amount of wages paid to each student and the total paid for the whole program.

V. Other Information: N/A