



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: 06/28/11

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 for students who demonstrate financial need via the Free Application for Federal Student Aid (FAFSA) and who complete an application for a Federal Work-Study position.
- B. The college does not guarantee a FWS position to each student who has been awarded FWS. The financial aid award letter shall reflect that the FWS award does not guarantee the student a job.
- C. The FWS coordinator shall 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 dividing 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 responsible for authorizing placements, conducting orientation with new FWS participants, forwarding employment packets to the supervisors, and submitting completed employment packets to the Office of Human Resources for placement on the college's FWS payroll.
- D. The FWS coordinator shall work with supervisors to identify potential students for jobs in their areas. The supervisor shall contact the potential students to set up interviews. The supervisor shall forward the name of the selected student to the FWS coordinator.
- E. 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.

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The FWS coordinator informs the supervisor of the number of weekly hours the student may work based on the student's FWS award.

- F. As work-study jobs are filled by the FWS 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.
- G. All successfully hired FWS Program participants shall be required to attend a mandatory orientation session prior to beginning their employment. The dates and times of the orientation sessions shall be included with the award letters to all students awarded FWS. During orientation, the FWS coordinator shall review and discuss the guidelines, procedures, authorized hours to be worked, and expectations associated with the FWS Program. All participants shall receive an employment package containing necessary forms to be completed for employment and payroll purposes.
- H. Group orientation sessions shall 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 shall be held, if necessary, by appointments only once all group sessions have concluded.
- I. The FWS coordinator shall 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 shall 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.
- J. FWS students are paid bi-weekly as scheduled by the JSRCC Payroll department. On-campus students record their arrival and departure times on the HRMS system daily and submit the hours to their immediate supervisor. Bi-weekly, the submitted hours are reviewed by the immediate supervisor for exceptions and approval.

Student employed off-campus complete and sign JSRCC hard-copy timesheets of the hours worked and submit these to their off-campus supervisor for review and approval. The off-campus supervisor faxes the signed timesheet to the FWS coordinator. The FWS coordinator enters approved hours from the faxed timesheets into the HRMS system.

Approved hours worked by students off-campus must be received in the Financial Aid Office no later than the Friday of the ending pay period. If the deadline is missed, certification by the FWS coordinator may be delayed which may also delay processing of the paycheck by two weeks.

- K. The FWS coordinator monitors expenditures by means of a spreadsheet created for each semester. The spreadsheet identifies each student worker, each student's hourly rate of

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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. The FWS coordinator shall update the spreadsheet bi-weekly to reflect the following:

1. each student's balance of hours for the semester and the academic year
2. each student's total FWS expenditures for the semester
3. the college's semester and fiscal year FWS allocation balances

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

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

V. Other Information: N/A