



Work-Study Handbook  
For  
Supervisors  
2021-22

## Table of Contents

- Overview of the Federal Work-Study Program
- Federal Work-Study Employers
- Supervisor's responsibilities
- Conflict resolution and job performance
- Termination Process
- Summer employment
- Community service

## **Program Overview**

Federal Work Study (FWS) is a federally subsidized campus-based program administered by the Department of Education's Federal Student Aid Office. FWS offers part-time employment opportunities for students who demonstrate need. FWS also helps defray students educational costs by providing monetary awards that can assist with educational-related expenses. Whenever possible, work-study employment will take into account the academic and professional interests of the student. In addition, the FWS program provides Reynolds Community College departments and community organizations in Richmond with needed support staff at little or no cost to the employer.

FWS is available for enrolled students during the academic year and during the summer for students who are planning to enroll in the following academic year. Employment opportunities can be on-campus or off-campus at non-profit and for-profit organizations and even in approved volunteer capacities. Off-campus FWS jobs must be in the public interest.

Federal Work Study funds are awarded to students who indicate an interest in the program and who also have demonstrated financial need, as defined by the Department of Education.

The FWS program is managed by the Reynolds Office of Financial Aid. The FWS Coordinator is the point of contact for supervisors and students, and the coordinator is responsible for the day-to-day operations of the program.

## **FWS Employers**

### On-Campus Employers

On-campus departments are eligible to participate in the FWS program. All on-campus departments must submit job descriptions for all FWS positions to the FWS Coordinator.

Students who may be selected for Reynolds defined security sensitive positions must successfully pass a background check before beginning their first day of employment. The requirement for the selected student to successfully pass the background check must be included in the FWS job description.

### Off-Campus Employers

All off-campus employers must complete an off-campus agency agreement with any eligible outside organization prior to being approved to hire FWS employees. All off-campus agencies must submit job descriptions for all FWS positions to the FWS Coordinator.

### Restrictions

FWS positions cannot be used to replace full-time staff positions.

Work Location: Students cannot work remotely. They must report to a physical location where a supervisor can account for hours worked. FWS students should not be left unattended in an office.

### FWS Employer Earnings Regulations

FWS employers are required to ensure that:

- they have obtained FWS authorization for all FWS students in the form of a Confirmation Memo prior to the student commencing employment; and
- the student does not earn over their FWS award amount.

FWS employers may be charged if:

- a student begins work prior to the start date indicated on the Confirmation Memo; and
- FWS earnings exceed the student's FWS award.

## **Supervisor Responsibilities**

1. All department heads must be set up as Supervisors in HRMS to approve time. Supervisors can authorize “Time-Keepers” to approve work-study time in HRMS as needed. Contact the Work-Study coordinator and/or HR for guidance on this process.
2. The supervisor(s) will be responsible for interviewing the student’s referred by the FWS Coordinator and must return the signed Work-Study Approval Form to Financial Aid for the student who is selected for each position.
3. The supervisor(s) must not allow students to work unless a supervisor is present. Supervisors must be a regular college employee.
4. The supervisor(s) must ensure that students maintain confidentiality of student records and abide by the terms of the JSRCC Information Technology Policy.
5. Performance Issues: Supervisors who are not satisfied with the job performance of work-study employees should follow the process outlined in the section about Job Performance and Conflict Resolution. Supervisors are not required to continue to employ students who are not meeting performance standards; however, steps must be taken to help the student improve performance before the student is transferred or released from the work-study program. The most common reason for termination is failure to report for work as scheduled and/or failure to contact the supervisor when the student is unable to report for work as scheduled.
6. The supervisor(s) should monitor the number of hours the student works per week so that the student does not exceed the number of hours per week indicated on the Approval Form. The supervisor should monitor total earnings so that the student does not exceed the total work study award.

7. The supervisor(s) assist the student(s) with “submitting” their work hours in HRMS\* daily.
8. Supervisors must “approve” student work hours via HRMS by 10:00 a.m. on the days indicated on the pay schedule (which is typically the Friday after the close of the pay period). If the time is submitted late, the student may not be paid until the next pay period. Inaccurate or late timesheets may result in incorrect paycheck amounts or late paychecks.
9. Students are not permitted to work until all Human Resources paperwork has been submitted and the student has successfully passed the background check, if applicable. This can take up to TWO weeks, depending on access required and other operational processes.

\*See [HRMS instructions](#) for additional information.

## **Placement of Students**

Once FWS job descriptions have been approved by the FWS Coordinator, eligible student resumes will be directed to various divisions where job openings exist. The FWS supervisor is responsible for scheduling the interview with the student. When scheduling an interview, the supervisor will communicate the date, time, and location of the interview as well as the name of the person with whom the student will be meeting and any documents required for the interview. Once the FWS supervisor has selected the applicant, and the student has accepted the position, the FWS supervisor/department head must return the signed Work-Study Approval Form to FWS Coordinator for the student selected for each position. The FWS supervisor/department head must sign the Work-Study Agreement stating they have read and agree to the information in this handbook. The agreement must be returned to the Financial Aid Office.

## **Rate of Pay and Paychecks**

The hourly rate of pay is \$8.00 for on-campus positions and \$10.00 for off-campus positions. These amounts are subject to change. Pay is deposited into a banking account of the student's choice or onto a Virginia Debit MasterCard (EPPI card).

## **Job Transfers**

Students or supervisors may request a change to a work-study assignment. Requests will be considered if a work schedule cannot be agreed upon or there are conflicts between a student and supervisor.

The Financial Aid Office will consult with the supervisor and student before a decision will be made. Transfers cannot be approved unless there are open positions available. Transfers are only approved after the new supervisor has been made aware of the situation and agrees to accept the transferring student.

## **Job Performance and Termination**

Various situations arise which may warrant a student's removal from a work-study position.

1. Failure to maintain good academic standing and satisfactory progress as defined by Financial Aid policies;
2. Failure to maintain at least a half-time academic load (6 credits or more);
3. Failure to maintain a satisfactory job performance as determined by the student's supervisor. The most common reasons for unsatisfactory job performance is failure to report for work as scheduled and failure to call the student's supervisor when the student is unable to report for work as scheduled.

## **Termination Process**

1. The supervisor should first discuss any complaints regarding job performance with the work-study student. This is considered a verbal warning, and it is an opportunity to clear up any misunderstanding that may exist.
2. If work behavior does not improve, a written warning is to be given to the student with a copy to the FWS Coordinator.
3. If work behavior still does not improve, the supervisor should contact the FWS Coordinator.

## **Summer Employment**

Summer semester FWS requirements differ slightly from the fall and spring. Students are not required to be enrolled in classes to participate in the summer work-study program; however, the student must be planning on

being enrolled in the following semester. This can be evidenced by the student having a FAFSA on file for the upcoming academic year.

Participation and hours worked are contingent upon availability of funds.

## **Community Service**

Community service includes the areas of welfare, social services, transportation, recreation, crime prevention and control, support services for students with disabilities, mentoring activities.

Participation can be with a public non-profit or private for-profit institution, and is not limited to work on-campus.

Reynolds Community College must establish an agreement with any eligible outside organization prior to any work-study student providing services to that particular organization. Any student interested in participating in community service work-study should contact the FWS Coordinator for more information.