



Southern Union

STATE COMMUNITY COLLEGE

FEDERAL WORK STUDY SUPERVISOR POLICY AND PROCEDURE MANUAL

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I. Introduction Information

A. Handbook Statement

These guidelines, policies, and procedures have been developed to meet the needs of student workers and their supervisors. Students entering the Work-Study Program are required to uphold all policies and procedures outlined in this manual. If a student is exhibiting behavior that is inconsistent with work-study regulations or inappropriate, the student shall be held accountable by this handbook. Any questions regarding this handbook should be addressed to the respective contact in the Office of Financial Aid.

B. Family Educational Rights and Privacy Act (FERPA) and Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Southern State Community College shall maintain the confidentiality of educational records by the FERPA Act and uphold the rights under the Act to eligible students who are or have attended the college. Students in the Federal Work-Study Program may have access to educational and financial records containing personal information about current and former students. Unauthorized disclosure of student information is **strictly prohibited** by the FERPA Act. If a student is found to have violated the FERPA Act, it may result in termination of their FWS position, possible expulsion from Southern State Community College, or additional appropriate action will be taken. Students are required to sign a confidentiality agreement and are subject to additional requirements dependent on the nature of work of their employing department.

C. Type of Student Employment

The **Federal Work-Study (FWS)** program is a federally funded program that is available to qualified students who demonstrate financial need and are enrolled for classes the semester they are interested in working. Student workers are allowed to work up to 15 hours per week, generally make above minimum wage, and are paid once a month. Funds for this program are solely dependent on a student's financial need and are monitored by the Financial Aid office. Once an FWS student earns their allotted budget, employment will be discontinued immediately. To prevent this occurrence, **we encourage students and supervisors to keep track of earned hours each pay period.**

The **Institutional Work-Study** program is for students who do not have a financial need but would like part-time employment and may be assigned campus jobs. Applicants are required to complete the FAFSA. Job opportunities are limited, and students should apply early. Students generally make above minimum wage and work about 10 hours per week. Interested students should contact the Financial Aid Office to inquire about job assignments and eligibility.

II. Policies and Procedures for Supervisors

A. *Requirements to Participate as a Work-study Supervisor*

1. Submit a Work-Study Request to Brittany Sanders at bsanders@suscc.edu by the date indicated. Note, that a request does not guarantee that an FWS student will be assigned to your area.
2. Supervisors must include a job description form with their request for the Work-study student if we

do not have one file. If a job description is not on file you will be notified to submit one. If your department already has been assigned a student worker, you will not have to submit another one.

- 3 Supervisors agree to oversee the completion of the hiring paperwork. Selected candidates may not begin work until assigned an official start date by the Financial Aid department. The paperwork must be completed in the office with the student. Once the paperwork is completed and the assignment letter has been signed by the student, the packet must then be submitted to the Human Resources department at the Wadley campus.
- 4 All work study supervisors are highly encouraged to participate in the meeting, which is once a year before the Fall semester begins. A student worker will not be placed until the supervisor has participated. The acknowledgment forms will be provided after the meeting.

B. Supervision

- 1 **A student should not be allowed to begin work until the supervisor has received a signed copy of the Work-Study Assignment Letter.**

Assignment letters must be signed by the student, before being submitted to the Human Resources department.

Should a supervisor allow a student to begin work before receiving the assignment letter and completed paperwork, the student will not get paid for those hours.

****Student workers can only be reassigned once. Please make sure your student worker is aware once hired to your department. ****

- 2 **Students cannot work unless a supervisor or alternate supervisor is on site.**
- 3 **Supervisors are required to verify and monitor the number of hours worked to ensure that students do not work more hours than allowed per assignment letter.** Departments or agencies will be held liable for the amount of earnings exceeding a student's award amount.
- 4 **Students should not be allowed to work when regular College employees are not at work. Students cannot work during their scheduled class periods, or holidays.** Students are NOT allowed to work a week before or after classes begin.
- 5 **The supervisor should establish a work schedule that does not interfere with the student's scheduled class schedule.** An overview should provide a brief description of what is expected for this job:
 - The office rules and regulations;
 - To whom the student reports;
 - Who to call if sick or time off is needed
 - Who to see if his/her work schedule needs to be changed;
 - What to say when answering the telephone or greeting students/parents.
 - Procedures for filing paperwork or any general office duties/routines.
- 6 **The supervisor should maintain a file for each FWS or IWS employee.** The file should consist of the following:
 - Department copy of the Federal Work-Study assignment letter.
 - Department copy of Time Sheets
 - Schedule of student's work and class schedule

- Termination Form (if applicable)

C. Time sheet Submissions

As a work-study supervisor, you have been entrusted with ensuring that federal dollars are properly expended. One of the most important responsibilities of the student worker supervisor is the timekeeping function.

The supervisor's signature on the Time Sheet certifies that the supervisor has:

1. **Review the timesheet to verify that the student has not worked during regularly scheduled class time unless noted as to why (Example: Class finished early or was canceled, testing, etc.)**
2. **Review the time sheet to verify the student has worked the number of hours reported.**

Student worker employees should report the total number of hours worked **each** day. **Students should not enter weekly totals on the time sheet.** The only total that should be entered on the Time Sheet is the total number of hours worked for the pay period. Please keep in mind that:

- Federal work-study students should not work more than 19 hours per week.
- Institutional work-study students should not work more than 10 hours per week.
- Student workers cannot work more hours per the assignment letter.
- Students should not be allowed to work during scheduled class hours when regular college employees are not at work, or during semester breaks.

Supervisors and students are responsible for submitting their time by the 12th of each month. If a student fails to do this on the date due, he/ she will not receive payment for hours worked until the next payroll date. End-of-year payroll may carry limited options due to the reduced payroll period.

Hours are to be reported in the quarter of the hour, examples are:

.25= 15 minutes=3:00-4:15=1.25 hours worked

.50= 30 minutes=1:00-2:30=1.50 hours worked

.75= 45 minutes=10:00-11:45=1.75 hours worked

****Students who work 6 hours in one day, must reflect a 30-minute lunch break on the time sheet submitted****

What to Look for when Reviewing Work Study Timesheets:

- The student has not altered the timesheet and the total hours are correct.
- Be sure it is the current pay period timesheet.
- Be sure the hours are listed in the quarter of the hour.
- Be sure that the student has not worked more than the hours assigned for the semester/per week.
- Be sure the hours on the timesheet match the hours worked.
- Be sure the times reported do not fall on the weekend, holiday, or when the college is

closed.

Time sheets must be filled out completely and signed by the student and the supervisor before they will be processed. Incomplete timesheets will be returned to the student or supervisor for proper correction. The timesheets are due by the 12th of each month. The supervisor will submit the original timesheet to Brittany Sanders at bsanders@suscc.edu

**Per IFAP-Chapter 2 Campus Based Employment-
Working During Scheduled Class Time Is Prohibited**

“In general, students are not be permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented.”

D. Monitoring Hours Worked

It is the supervisor's responsibility to monitor a student's total hours worked to ensure that the student does not work more hours than awarded by the Financial Aid Department.

Any student employed under the FWS Program must be paid for all hours worked. Departments or agencies who consistently submit FWS Time Sheets for more hours than approved will be subject to the Progressive Discipline outlined in this manual.

E. Employer Rights and Responsibilities

Each FWS Employer has the right to the following:

- To have assigned tasks completed efficiently and correctly by the student employee.
- To have student employees record their time properly
- To be notified immediately if a student worker must miss a scheduled work shift.

Each WS Employer has responsibility for the following:

- To clarify the required hours of work and expected duration of the job to students.
- To set expectations for the quality and quantity of work
- To explain all office and department policies which apply to students.
- To ensure students are terminated through the proper procedure, a work-study termination form is provided on the website. <https://www.suscc.edu/admissions/work-study-program>

- To discuss any performance issues with the student

F. Progressive Discipline

Student

The Federal Work-Study Program offers the following guidelines to handle disciplinary issues with **student employees** of the FWS program.

Corrective Action

It is recommended that student employees be hired for the academic year. However, it is understood that conflicts may occur, and corrective action is necessary.

1st Occurrence: Verbal Discussion

The student employee should receive an initial, verbal warning from their immediate supervisor.

2nd Occurrence: Written Statement

The student employee should receive a written warning outlining all infractions and possible ways to remedy the problems. Work-study positions are real jobs; therefore, a written warning is professional and unbiased.

3rd Occurrence: Termination

If dismissal is necessary, the supervisor must submit a letter to the work-study coordinator explaining the incident. This letter must be signed by the supervisor and the student employee. The letter will be maintained in the student file and personnel file.

III. Program Oversight

The work-study program is overseen by the Financial Aid Department. Any comments, questions, or concerns regarding the program should be directed to the appropriate contact listed.

Financial Aid Department:

Brittany Sanders

bsanders@suscc.edu or ext. 5306



APPENDIX

