

## **Federal Work Study Policy and Procedures**

**(Effective: November 12, 2013)      (Updated April 2016)**

### **Federal Work Study Policy:**

Citation: 34 CFR 675.49

The Federal Work Study Program was instituted by Congress in 1964 to provide need based part-time employment for students. Under this program, funds are given to the institution in accordance with federal guidelines for the use of providing meaningful, on-campus and community service employment for students. These are positions that must be applied for and there is no guarantee of employment. In addition, satisfactory academic progress must be maintained in order to continue employment. It is meant to provide real life and valuable work experience for the student while pursuing an academic program of study.

A student's work study need is not simply based on the student's income level. The calculation for work study eligibility is "cost of attendance" minus "expected family contribution" minus "estimated financial assistance" (Federal and State grants and scholarships)." The typical award for an academic year, three semesters is \$\_\_\_\_\_. This calculation is made manually by a Financial Aid Advisor and is included in the qualifying student's award if the student indicated on the FAFSA that he/she is interested in work study. It is important to remember that, while federal work study is often packaged for an academic year, the calculation may be altered from one semester to the next semester if there is a change in enrollment.

Work Study job availability is communicated through the Student Employment website at:  
<http://vocationalsnursinginstitute.com/job-postings.php>

### **Eligibility Requirements:**

- Student must demonstrate financial need
- Student must be enrolled for at least ½ time credits (6) and maintain good academic standing
- The student must complete a FAFSA each year to maintain the chance for eligibility and should request an interest in the Federal Work Study Program on his/her FAFSA.
- Students may be considered as Dependent or Independent to receive work study funding.
- Students are expected to provide their supervisors with their class schedules prior to each semester. A student, who is scheduled to be in class, should not be working during this time.

### **Program Year – FWS is available throughout the academic year**

- FWS generally does not end each semester on the last day of class. Students with remaining FWS funds available may be able to work during breaks and holidays.
- FWS students are not permitted to work more than 10 hours per week outside of class time

### **Student Job Description**

- Clearly defines whether the job qualifies under FWS
- It provides information to fully explain the job to students
- It helps to determine the number of hours required to earn the total eligibility
- It establishes a written record of the job duties and responsibilities to avoid misunderstandings
  - The Job Description must include:
    - The name and address of the employer
    - The name of the supervisor
    - The purpose of the job
    - The duties and responsibilities
    - The job qualifications (skills, knowledge and abilities)
    - The job's wage rate or range – wage increases based on experience and skills will be implemented for the 2019-2020 academic year.
    - The length of the employment (beginning and end dates)

### **The Process for Hiring a new work study student includes:**

1. Complete Work Study employment application
2. Employer contacts the student for the interview
3. Employer interviews the student
4. Employer informs the Office of Student Financial Aid that he/she would like to hire the student in question
5. The FA Advisor informs the employer (Department) of funding availability for student hire
6. Assuming the student accepts the offer of employment, a contract is signed between the student and employer listing the hours, job description, dates and wage for the position
7. The student provides W-4 form and any other necessary documents to the Human Resources Office.

**Discrimination is prohibited:** No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs or activities receiving federal assistance.

**Displacement of Regular Workers:** Student employees may not displace regular college employees or impair service contracts. Employers are cautioned not to use student in jobs traditionally filled by full-time personnel outside the school. Replacement is interpreted as displacement.

Work for the school itself may also include certain services for which a school may contract: food service, cleaning, maintenance or security. Federal work study students cannot work at the chapel or in campus ministry.

### **Work Study Payment**

Payment for work study is made twice a month by check or direct deposit. Students will punch the time clock to complete for each pay period. Both the Supervisor and the student worker must sign the time card once it is ready to be submitted at the end of each pay period. Careful attention must be given to the schedule for submitting these time cards. A complete work study payment schedule will be given to each supervisor and student at the beginning of the semester.

Incomplete or incorrect time cards will be returned to the student's supervisor. This may result in a delay of payment. Time cards submitted late will be held for the following pay period. Work study earnings accumulated during a given semester do not exceed the amount of federal work study granted to the student for that semester.

Students who work more than four (4) consecutive hours or more are authorized one 15-minute paid break. Students working six (6) hours in one day must take a 30 minute non-paid lunch break on their time card. Falsification of hours or forgery of employer signatures will be considered in violation of the policies and procedures for the college Work Study program.

Federal and State laws are explicit as to how we must pay student workers, including documentation necessary for this payment. Wages must be paid through the payroll process, with proper recording for IRS purposes. All work performed by the students must be pre-approved by the Office of Student Financial Aid and paid through the College Work Study program prior to the start of any work.

### **Work Performance and Termination of Employment**

Students are expected to maintain an acceptable job performance while employed under the work study program. Unacceptable job performance will be dealt with in the following manner:

- Verbal warnings for the first offense (written for the record)
- Written warnings for the second offense

Supervisors have the right to terminate the employment of a student employee for improper conduct or unsatisfactory work performance. Supervisors should notify students of termination of employment in writing or in a personal meeting, and subsequently inform the Office of Student Financial Aid. Depending on the circumstances involved, students whose employment has been terminated may forfeit the remainder of their work study award.

### **Injury on the Job**

Injuries sustained while performing the duties of a student employment position must be reported within 24 hours of the accident. Worker compensation is not provided by The Vocational Nursing Institute, Inc.

## **Transfers**

Students may change positions during the year, but they must notify their current supervisor two weeks prior to leaving. The student must obtain a new work-study contract for the new position from the new Department of employment.