



**Work Study Handbook
For Students and Supervisors**

*A guide to the
Federal Work Study Program and America Reads*

Table of Contents

- I. Introduction
 - A. Student Employment Handbook Statement
 - B. Types of Student Employment
 - 1. Federal Work Study (FWS)
 - 2. America Reads
 - 3. College Work Program
 - C. FERPA (Federal Education Rights and Privacy Act)
- II. Policies and Procedure for Student
 - A. General Guidelines
 - B. Eligibility
 - C. Job Placement
 - D. Employee Rights and Responsibilities
 - E. Timecards
 - F. Pay Rates
 - G. Termination
 - H. Holiday and Overtime Pay
 - I. Break and Rest Periods
 - J. Rehire Procedures
- III. Policies and Procedure for Supervisors
 - A. Requesting a work study student
 - B. Interviewing potential workers
 - C. Hiring Process
 - D. Orientation for your student workers
 - E. Timesheets/ Monitoring hours
 - F. Termination
- IV. Appendix
 - A. Pay Chart
 - B. W-4
 - C. 1-9
 - D. Request for FWS employee
 - E. Rehire Request (to be completed each trimester)
 - F. Termination of FWS employment
 - G. Application for Federal Work Study
 - H. FERPA Statement
 - I. Student Employment Contract
 - J. Job Description Form
 - K. Time Cards
 - L. FWS Raise Request Form
 - M. America Reads

I. Introduction Information

A. Student 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 outlines in this manual. If inappropriate behavior is demonstrated in the work study program, the student will be accountable by this handbook. Any questions regarding this handbook should be addressed to Paul McKinney, director of Financial Aid.

B. Types of Student Employment

1. Federal Work Study (FWS)

The Federal Work Study Program is a federally funded work program which provides employment to eligible students with financial need, helping them to earn money to help pay education expenses. A FWS award is financial aid, and as with other types of financial aid, student eligibility is determined by the Financial Aid Office. FWS awards are granted on the basis of financial need.

2. America Reads

In 1997, President Clinton issued the America Read Challenge, an initiative that sought to have children reading well by the third grade. Pellissippi State participates in this program. Students are placed in local schools to help grade school students with their reading and math skills.

C. Family Educational Right and Privacy Act (FERPA)

The Family Educational right and Privacy Act of 1974 is a federal law which requires that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering privacy right of students must be made available via annual notice in the Catalog to currently enrolled students.

Pellissippi State shall maintain the confidentiality of educational record in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible student who are or have been in attendance at the College. Students in the work-study program may have access to educational and financial records containing personally identifiable information about current and former students, the unauthorized disclosure of which is prohibited by the previously disclosed Act. If it is found that a student has violated the FERPA Act, they will be immediately terminated from their position and will be reported to the Student Services Office for appropriate disciplinary action, up to and including dismissal from the institution.

II. Policies and Procedures for Students

A. General Guidelines

The Work Study program is designed to help students meet educational expenses through meaningful employment. The Financial Aid Office assists students who qualify for work-study find part-time employment position. Jobs vary throughout the college and range from assisting in various departments to working in the library or tutoring children in the America Read's program

B. Eligibility

Eligibility for Federal Work Study is determined by a student's financial need, based on his or her financial aid budget and FAFSA information. Financial need is defined as the difference between the total costs of the education and the amount of money the student and family can contribute toward these costs, known as the expected family contribution (EFC) to remain eligible a student must comply with satisfactory academic progress as stated in the Student Handbook.

C. Placement (See Appendix B for form)

Applications for work-study are available in the Financial Aid Office. Once eligibility is determined, the student will be notified of available positions. Requirements will vary for each position. Once the student and supervisor agree upon placement, the student will need to complete the appropriate paperwork for payment. Supervisors will notify the Financial Aid Office at the beginning of each semester of what positions are available.

D. Employee Rights and Responsibilities

Rights:

1. Information regarding their award amount, rate of pay, average number of hours per week, and general FWS procedures.
2. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
3. A clearly defined work schedule, which accommodates their course schedule and academic requirements.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from Pellissippi State faculty or staff
7. Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar

Responsibilities:

1. Student employees are not allowed to study nor do homework while they are working. If your supervisor approves you to do homework, it must be while serving a need of the work site at the same time (i.e. answering the phone, greeting visitors, etc.) Become familiar with information provided regarding the terms of the FWS award and FWS program policies procedures.
2. Communicate with supervisors regarding schedule
3. Notify supervisor immediately if unable to attend work
4. Understand the expectations from individual supervisor
5. Notify the Financial Aid Office in the event of an inappropriate work environment, etc.
6. Maintain professionalism and accuracy in all transactions with the public or campus community.

E. Timesheets

Blank timecards are available in the Financial Aid Office or in the appendix section of this handbook. Timesheets must be filled out completed and signed by the student worker and supervisor before they are processed. Unsigned timesheets will be returned to the student's supervisor for proper signature to be obtained. Timesheets are due the 13th of each month. Should the 13th fall on a weekend or a holiday, timesheets will be turned in on the prior business day before the due date, by 5:00PM. Any timesheet turned in after the deadline will be held for processing until the next pay period.

F. Pay Rates

Pay rates are determined by type of job and length of time on the job. Currently our pay rates range from \$7.25 to \$8.50 per hour. Starting pay is determined by the specific job. The following is a pay rate chart for Pellissippi State:

- The hour rate of pay is as follows:
 - \$7.25 per hour, for the first two semesters on the FWS program
 - \$7.75 per hour, for three or more semesters on the FWS program
 - \$8.00 per hour, for the first two semesters on the FWS program working America Reads
 - \$8.50 per hour, for three or more semesters on the FWS program working America Reads
- The amount a student can earn per semester:
 - \$1500 for regular FWS program
 - \$2000 for America Reads FWS program
- A student cannot work more than 35 hours per week.

G. Termination

If student employees do not perform their duties satisfactorily and needs to be terminated, the supervisors must talk with the director of Financial Aid to discuss prior

to terminating the student. *Improper use or violation of university property and falsification of timesheets will result in your termination without grounds for appeal.*

H. Breaks and Holidays

Students may work during semester breaks with the approval of their supervisor and if there is funding. Students are not permitted to work on holidays that are observed by Mississippi State.

I. Rehire Procedures

Students who are eligible for rehire must notify the Financial Aid Office and complete a new application for work-study.

III. Policies and Procedures for Supervisors

A. Requesting a Federal Work Study Student Employee

Students must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), and their financial aid file in order to qualify for federal aid. The number of students awarded Federal Work Study is dependent on the yearly allocation of funds and the unmet financial need of the individual

Please provide the following information:

- Name and address of work site.
- Supervisor's name, and e-mail address (if applicable)
- Duties and responsibilities expected.
- Skill level and experience desired.
- Federal Work Study student employee placements are concluded in the fall semester during August, in the winter semester during late December, and in the summer session during April.

B. Interviewing Student Employees

The Financial Aid Office will notify each student of open positions and provide the supervisors contact information. Students will contact the supervisor to arrange an interview. It benefits both you and your potential student employee to discuss the following during the interview:

- Description of job duties.
- Experience and skills needed to perform the job.
- Personal conduct and dress expected.
- Hours of operation and student's schedule of weekly hours.
- Training and mentoring provided.
- Expected date by which you will have made a hiring decision and start date.
- Please note that the employment laws that apply to interviewing regular employees also apply to the interviewing of student employees.
- How to prepare for the interview:

- Write interview questions that are criterion-based, behavior-based, job related, and non-discriminatory.
- Decide whether you will do skills testing.
- Set aside enough time to do an interview of substance that covers all requirements for the student employee to successfully perform the job.
- Give each candidate a copy of the position description.
- How to conduct the interview:
 - Make the candidate feel welcome and at ease.
 - Give the candidate an overview of how the interview will run.
 - Wait for good answers and avoid talking too much.
- Review employment dates and attitude toward previous employment experiences and supervisors.
- Determine interests, goals, strengths, and challenges.
- Take notes during interview as needed to make a hiring decision later.

C. Hiring a Federal Work Study Student Employee

Please notify the student of your hiring decision within two to three days to ensure timeliness. Notify the Financial Aid Office as soon as a student accepts the position in your department. Student employees are paid by the hour. The hourly rate is based on the current federal minimum wage, and years of participation in the Federal Work Study program. Holidays, snow days, and sick days are not to be counted as hours worked. Student employees are not paid for lunch or break periods. Overtime is not authorized for Federal Work Study student employees. Please remember the following guidelines for a student's eligibility to work:

- Students must be enrolled at least half time (6 hours) to be eligible to work.
- Federal Work Study funding will be cancelled if the student drops below half time status or withdraws from Pellissippi State.
- Students may work up to 35 hours per week

D. Orienting Your Student Employee

Good personnel practices require that every employee be oriented to the organization of the work place and trained to perform necessary tasks. It benefits both you and the student to establish a formal training program and keep the lines of communication open, clear, and constructive. Spend enough time discussing the following to prevent future confusion:

- Performance standards.
- Variations in work schedules for holidays and examination periods.
- Student's responsibility for University facilities and equipment.
- Safety and health practices.
- Training in skills and procedures necessary to perform the job.
- Confidentiality of records and files. (FERPA statement, specifically)
- System access and security procedures.
- Procedures for recording hours worked and completing timesheets.

- Dress code in the workplace.
- Telephone etiquette.
- No homework policy (student employees are not allowed to study or do homework on the job unless they are fulfilling a role for the work site at the same time, such as answering phones).
- Policy on no smoking in building (if applicable to your work site).

Provide answers to the following questions:

1. Who is the student's supervisor?
2. To whom should the student direct problems or questions?
3. Who should be contacted in case of absence or change in work schedule?

E. Federal Work Study Supervisor Guidelines for Timesheets

When can a student employee start working?

Once the student has completed the interview process and you have signed the contract with the student, the student must submit the work-study packet to the Financial Aid Office prior to receiving payment. These documents include the work-study contract, I-9, W-4 form, copy of drivers license and social security card. Once all paperwork has been received, the student can start work the first day of classes.

Who is responsible for keeping track of hours worked and remaining hours that a student may work within the semester?

The supervisor is solely responsible for ensuring that hours have been calculated accurately prior to submission of the timesheet to the Financial Aid Office. Please remember that student employees can work up to 35 hours per calendar week. The supervisor should keep a biweekly running tally of the amount of hours worked by the student employee to ensure that the student's hours are accurate.

Who must sign the student employee's timesheet?

Both the student employee and supervisor are required to sign the timesheet in order for it to be processed. The supervisor's signature must be legible in order to verify that the **timesheet has been signed by the supervisor on record**. Any timesheets not signed or signed in pencil by either the student employee and the supervisor will be returned to the supervisor and not processed for that time period. After the supervisor has signed the time sheet it should never be returned to the student worker. The supervisor should send it to the main campus Financial Aid Office addressed to Aneshia Brown.

When should timesheets be submitted?

All timesheets must be submitted into the Financial Aid Office on the 13th of each month by 5:00 p.m. It is the student's responsibly to turn these into the Financial Aid Office. All time sheets turned in late must also include a written statement explaining when it is late

May I fax a timesheet in?

Unfortunately, due to the number of supervisors in the program faxed timesheets will not be accepted. All timesheets should be sent to the Financial Aid Office in advance for us to receive them by the scheduled date and time.

Are student employees required to take lunch breaks?

All student employees are entitled to have a 30-minute lunch break if they work six to eight consecutive hours. If a student employee works eight or more consecutive hours, he/she is entitled to take a lunch break of one hour. This should be noted on the timesheet.

F. Terminations

If student employees do not perform their duties satisfactorily and needs to be terminated, the supervisors must talk with the director of Financial Aid to discuss prior to terminating the student. *Improper use or violation of university property and falsification of timesheets will result in your termination without grounds for appeal.*