

CCC

Federal Work Study

Employment Guide

2010-2011

Developed by
Financial Aid Office
Clackamas Community College
19600 S Molalla Ave
Oregon City, OR 97045
(503) 594-3428

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Introduction

Welcome to Clackamas Community College and the Federal Work Study Program. This handbook has been designed to provide both student employees and their supervisors with information and answers to the most common questions that come up about the Federal Work Study employment process. We hope that you will find it helpful. If you are unable to find the answer to your question, please feel free to contact the Work Study Coordinator by calling (503) 594-3428 or visit the Student Financial Services Office in Roger Rook Hall, room 110.

Federal Work Study funds are awarded as a part of a financial aid package. Refer to your Financial Aid Award Letter for your award limit. You must accept the FWS award or your award will be moved to someone on the FWS waitlist. The purpose of these funds is to provide students with the opportunity to earn money to help offset a portion of college expenses and reduce the need to rely on student loans. Students will most often be working with college staff, assisting departments to deliver services to students, staff and campus visitors. Whenever possible, students are placed in a job that will provide them with career related learning opportunities, but that is not always possible. It is, however, an excellent opportunity to develop, update or polish many skills that will help ensure success in future employment.

All student employees must attend a Work Study Orientation. Once the student has completed the orientation and the required paper work, they are referred CCC's FWS Job postings database: <http://depts.clackamas.edu/career/workStudy.asp>

Campus employers are looking for reliable student workers who are able to help them provide service and meet deadlines. It is the employer's job to provide training and feedback on the duties of the job, and to clearly outline expectations and deadlines.

Federal work study funds may be used for specific off-campus jobs with not-for-profit organizations that provide community service opportunities. Students can coordinate placement through the Cooperative Work Experience (CWE) program, and they can receive college credit for these placements as well. For more information on CWE, Please contact Dr. Melissa Galloway at melissag@clackamas.edu .

You will find as you read this guide that the Student Employee and Employer information mirror each other. By sharing both sides of the desk, we hope that everyone will have a clear idea of what to expect.

How do I find a Job?

How do I find a job?

Once you have accepted your award, you will be invited to attend a FWS orientation session. You will receive some basic instruction on how to maintain your award. Once you have completed the orientation, jobs can also be viewed online at

<http://depts.clackamas.edu/career/workStudy.asp>

Students: How to be a valued employee

- ✓ Be sure you understand what your supervisor expects of you. If you have questions, ask!
- ✓ Set up a work schedule with your supervisor. Be sure each of you has a copy.
- ✓ Be considerate! If you need to change your work schedule, be sure to give your supervisor a minimum of 4 hours notice, but preferably 24 hours notice.
- ✓ Be there — on time, every time. Your supervisor counts on you. Always call before you are scheduled to be at work if you can't get there. If you can't call, be sure someone else lets your supervisor know.
- ✓ Be flexible! Sometimes supervisors need to make changes, too.
- ✓ Work when you are scheduled. Give the job your best effort.
- ✓ Be open to new experiences. Your FWS job is part of your education.
- ✓ Be clean and appropriately dressed. For most jobs, your regular school clothes will be fine.

Employers: Making the best use of a Student Employee

Planning your job needs

If you have a position that you would like to fill with a Work Study student employee, contact the FWS Program Coordinator to review and post your job. During the year, if you want to change the job's requirements, please contact the FWS Coordinator. Also let the Coordinator know if you would like to continue or change your job definition for the following year.

ALL JOBS MUST BE LISTED THROUGH THE FWS JOB DATABASE!

Federal laws governing work study placement clearly define that students may not work without supervision. This means that they may not work a job when you or another member of your office is not available.

If problems occur or you have concerns about how to deal with the student employee, please contact Clackamas Community College's Student Financial Services Office immediately.

FWS Hiring Process

We would appreciate it if you would conduct a regular job interview with each applicant. The interview may be brief and informal, but you and the student should discuss and agree to the expectations, duties, working conditions and schedule.

Interview students as promptly as possible after they contact you. In fairness, do not delay your hiring decision just to see if a more qualified student will come along.

When you decide to hire a student, help the student complete the Work Study Authorization Form.

Once a student is hired, the student must:

- 1) Go online to complete the Human Resource “internal” application at <http://depts.clackamas.cc.or.us/hr/JobOpenings.aspx>

-First-Day-of-Work Requirements-

- 2) Complete FWS Authorization form with jobsite supervisor and return to Work Study Coordinator on the first day of work.
- 3) Meet with the FWS coordinator to complete the I-9 and W-4 on the first day of work.

FERPA REQUIREMENTS: All students must go through FERPA training. This training is provided in the mandatory work study orientations offered at the beginning of each term. Contact Tara Sprehe at (503) 594-3370 to arrange for training outside of these orientations.

Students may begin work as soon as you decide to employ the student, and FERPA training has been completed. Please note:

Students must report to the FWS Coordinator on their first day of work.

Discipline

Problems may come up on the job. If there is any possibility that the issue is related to a disability, contact the Student Financial Services Office immediately. This must be done before a student is placed on probation or terminated. You may put a student employee on probation for unsatisfactory performance or poor attitude.

If problems happen document specific instances and meet with the student. You may place the student on probation for two weeks to allow time for performance to improve. List the criteria required for satisfactory improvement. Remember, your responsibility is to establish reasonable and measurable criteria for satisfactory improvement. Send a copy to the Student Financial Services Office to be placed in the student's file. If the improvement at the end of two weeks is not acceptable, you may terminate the student's employment with your department, after notifying the Student Financial Services Office.

Work Study is a real job. Students are expected to be responsible and professional at all times. If you are working in a department that works with employer, employee, teacher or student information, confidentiality is of the utmost importance.

Supervisors have the option to place you on probation if your job performance is not satisfactory. Both supervisors and students should try to resolve any issues, so that working conditions are pleasant for both of you.

Problems that may result in probation include but are not limited to:

- Failure to notify your supervisor if you miss work
- Frequently reporting late for work
- Frequently changing your work schedule without serious reason
- Not completing job assignments
- Careless use of equipment and materials
- Poor attitude
- Failure to follow directions

If problems of this kind happen, the supervisor will discuss them with the student. A two week probationary period may be a result of the discussion so that you improvement can be made. If the improvement at the end of two weeks is not acceptable, your supervisor may fire you.

Discharge

If you terminate a student without a probationary period, you must first consult the Student Financial Services Office. The reason for termination must be clearly documented in writing.

If you believe a student has been at work while under the influence of drugs or alcohol, contact the Student Financial Services Office immediately. Chemical dependency is legally considered a disability, and all employer actions must comply with requirements of the Americans with Disabilities Act.

If you terminate a student's employment, you must provide full written documentation to the Student Financial Services Office. Student employment is subject to fair employment practice statutes and cause for dismissal must be documented.

Some actions will result in immediate termination of a FWS job:

- Theft
- Absence on three (3) consecutive working days without contacting your supervisor
- Deliberate damage to college or employer property
- Violating Confidentiality (FERPA) guidelines
- Verbal or physical abuse of college or employer staff or of other students
- On-the-job use of alcohol or drugs
- Reporting for work under the influence of drugs or alcohol

Students: If you are fired, you must contact the Student Financial Services Office before you can be considered for another job placement.

Other considerations

- ✓ Be sure your student employees understand what you expect of them. Encourage them to ask questions.
- ✓ Try to provide clear written guidelines and procedures. This is especially helpful if they will be dealing with the public (for example: answering phones).
- ✓ Establish a work schedule. Be sure you and the student employee each have a copy.
- ✓ If you need to make schedule changes, give your student employees as much notice as possible. Remember that classes and required study and lab time often make it very difficult for students to make major changes.
- ✓ Be flexible if your student employees request schedule changes. Many have very demanding academic loads besides job and personal responsibilities.
- ✓ If your work area has a dress code, be sure your student employees understand it. For most jobs, regular school clothes should be acceptable. You do have a right to expect that the student come to work dressed neatly and cleanly.

Supervisors & Students – Working Together

Work Schedules

1. Students may work up to 19 hours per week, but not more than eight (8) hours per day. Overtime is prohibited – **No Exceptions** Federal Regulations mandate that students cannot work more than eight hours per day. Working Overtime may result in termination.
2. Supervisors and students need to determine how quickly the student wishes to earn their funds within the above parameters. If they may run out of their funds before the end of the term, department funds may need to be found for them to continue working. You may not exceed your award, no exceptions. However, there may be additional work study funds available. Please Contact the Financial Aid office for availability. It is the responsibility of you, the student, and your supervisor to monitor your earnings per term. You are not obligated to earn the full amount of your award.
3. Both the supervisor and student will make out a regular work schedule taking into consideration the jobs to be done and the student's schedule. Students who need to make a change should discuss it with their supervisor before starting to use the new schedule.
4. If students are scheduled to work more than four (4) hours in a row, supervisors should arrange for at least a fifteen (15) minute break in the middle of that time. This break counts as part of the regular work time.
5. If students are scheduled to work more than five (5) hours in a row, a meal break of at least thirty (30) minutes must be scheduled. This break is not part of the work hours, and is not counted time worked on the timesheet.

It is the responsibility of the supervisor to see that student employees take their breaks as defined. Labor laws require the breaks.

Student Employee Responsibilities

Student employees are to treat Federal Work Study as a regular job. They are expected to conduct themselves in an appropriate and professional manner at all times. One benefit of FWS is the opportunity for students to develop and polish needed employee skills. It is the student's best interest for supervisors not to accept job performance or attitudes that would not be acceptable in a "real world" situation.

Federal Work Study Time sheets

CCC uses electronic time sheets. Student employees may access them:

1. Log on to www.clackamas.edu (click on the "STAFF" tab)
2. Click on Internal Departments (lower right hand corner)
3. Click on Business Office
4. Click on Forms
5. Click on Federal Work Study timesheet

This timesheet will automatically add up your hours and populate the dates that you enter.

Please make sure your timesheet has been signed by your supervisor and is submitted to the Work Study Coordinator in the Student Financial Services Department by the 10th of each month.

Please make sure that your name, student ID and the last two digits of your social security number are filled in before you print it out. **You need to indicate the correct month and year in boxes J17 and J18. ** This process will automatically fill in the dates & days of the week for the month you choose.

Only indicate the days that you worked and the hours you worked on those days. If you do not work, leave the space blank. You will not be paid for weekends or holidays unless prior arrangement has been made with your supervisor AND the Student Financial Services Office. Your supervisor should note and initial any weekend or holiday hours.

Students must deliver timesheets to the Student Financial Services Center on the 10th of each month. If the 10th of the month falls on a weekend, the timesheet will be delivered the Friday before or the Monday after that weekend. It is helpful to leave your timesheet in a designated location at your work site. This way, if you are not at work on the day timesheets are due your supervisor can still turn it in. Late, incomplete, and illegible timesheets may result in **DELAY OF PAYCHECKS!!!**

Timesheets are to be completed and signed **in ink** by both student and supervisor.

Supervisors: You may prefer to designate another staff member to sign in your absence. This person should be able to verify that the hours the student has recorded are correct. Substitute signatures should follow the form: Joe Jones (signer name) for Jane Brown (your name).

Most jobs do not involve weekend or holiday hours. If a student occasionally works during these times, and it is not listed in the Job Definition, it is your responsibility to initial all weekend and/or holiday hours, as well as let the Student Financial Services Office know that they will be working those hours prior to the time worked. Please check timesheets carefully before you sign them. All weekend or holiday hours that have not been initialed or cleared must be verified before the timesheet can be processed. This can result in payroll delay for the student and inconvenience for you.

Payment

The Minimum hourly wage for Federal Work Study at Clackamas Community College is \$9.00. Paychecks are mailed the last day of the following month that the timesheet was turned in. If you have a new address, please write "NEW ADDRESS" on the side of the timesheet. If you work during the month of June, your check will be mailed to arrive at the end of June.

Final FWS earnings must be processed by the final day of Spring term. We are required to close out the Financial Aid year by July 1.

Both Supervisors and student employees are jointly responsible for monitoring student earnings. Students cannot be paid from federal funds beyond the amount of the FWS offered in their award letter. Hours worked in excess of that amount will be billed to your department. Notice will be sent to you when the student is approaching the final hours that can be completed under work study funding.

When a student has worked to the limit of FWS eligibility, you may choose to continue paying wages 100% from department funds. Separate paperwork is required. This will change the student's status and you should contact the Human Resources Office to complete the required paperwork.

Students: If you think there has been a mistake in the amount of your check, or if your check does not arrive in the mail, contact the Student Financial Services Office at (503) 594-3428. Checks are mailed to arrive on the first of each month, if you have turned your timesheet in on time.

Financial Aid, Taxes and School Receipts

Your FWS earnings are taxable income. You must include them when you file your federal and state tax returns, and you will receive an Earnings Statement (W-2) at the end of each calendar year. Social Security (FICA) is not withheld from your FWS earnings. State and federal income taxes are. The amount withheld is based on the W-4 form you fill out on the bottom of the time sheet.

Keep copies of all financial aid forms. Because of the tax laws, it is also a good idea to keep copies of all receipts for tuition, fees, textbooks, and school supplies. This information will be valuable if you or your parents file for tax credits on your Federal tax return. If you pay for day care, it's wise to keep receipts for these costs, too. Work study earnings should be included on your tax return, as well as noted on worksheet C of the FAFSA.

Term breaks

No students are required to work during breaks between terms. If you do want to work, check with your supervisor to be sure there is work for you to do. Unearned FWS award dollars do not automatically transfer to the next term's award.

Summer Work Study: To better enable Work study students to earn their full award amount they may work during the summer months *if* they are enrolled for at least 6 credits. Students will then continue earning the balance of their work study award through the rest of the academic year.

Holiday closure in December: No student may work during this time.

Injuries

Students are covered by workers' compensation insurance and are responsible for reporting all on-the-job injuries, even minor ones, to their supervisor immediately.

Disabilities

Contact your supervisor or the Disability Resource Center in the Brod Community Center if you need accommodations to help you perform the essential functions of your job.

Confidentiality

Security and confidentiality of information at Clackamas Community College is a matter of concern for all departments employing students on campus. Every student working with college records holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Since a person's conduct either on or off the job may threaten the security and confidentiality of college records, any employee or person with authorized access to CCC records is expected:

- "Not to make or permit unauthorized use of any information in these files. Unauthorized use includes reviewing records for personal use or at the request of friends or others.
- "Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
- "Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work duties.
- "Not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- "Not to remove any official record or report (or copy) from the office where it is kept except in performance of authorized work duties, and in cases with prior approval.
- "Not to operate or request others to operate any college data equipment for purely personal business, unless prior approval is obtained.
- "Not to aid, promote, or act in conspiracy with any other person to violate any part of this code.
- "To immediately report any violation of this code to the supervisor.

Students participating in the Federal Work-Study Program are legally bound by the Federal government under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, to keep all records confidential. Violations of this Act or of the code above may lead to termination and/or removal from the Federal Work-Study Program.

Academic Requirements

If you drop below six credit hours, you must stop working immediately. You cannot continue earning FWS funds during that academic term unless you are enrolled in at least 6 credits. If you drop below 6 credits, stop working and contact the Student Financial Services Office. They will let you know if you are able to continue working or not. If you maintain your eligibility for financial aid the following term, you may work again.

Free Cooperative Work Experience Credits

College credit is available for learning the skills necessary to perform your FWS job. Your supervisor and the college CWE coordinator will prepare learning objectives and evaluation criteria to support the development of your career path. In a few cases these CWE credits can count toward your degree requirements. For most people learning and documenting new skills enhances a resume and makes it easier to get a letter of recommendation from your supervisor.

**These credits cannot be used to determine your FA award level.*

Job Changes

What if things aren't working out?

If you have problems on the job, first try to work them out with the supervisor. Remember that one of the skills Work Study can help you learn is how to deal with difficult situations and people at work. There are times, however, when the only good answer is a new job. Because these jobs are real jobs and the departments are counting on you, please make sure to give the supervisor notice before leaving the position.

What if I need a different job?

Most students work in the same job for the entire year, but sometimes change is necessary. If you want to change jobs, contact the Work Study Coordinator for additional paperwork. You must also inform your current supervisor of any changes in schedule or employment. Students may also hold more than one work study position as long as combined hours for both jobs does not exceed 19 hours a week.

Contact Information:

Financial Aid – (503) 594-6082 – Located In Roger Rook Hall

Work Study Coordinator – Tawnya Stauffer (503) 594-3428 – Located In Roger Rook Hall

Cooperative Work Experience Program Lead-Melissa Galloway (503) 594-3096

Human Resources-Sara Simmons (503) 594-3303

To locate a job go to:

<http://depts.clackamas.edu/career/workStudy.asp>