



Federal Work-Study Manual

Policies and Procedures for Supervisors

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Part One

Federal Work-Study Program

Federal Work-Study is a federally supported program for students who have a documented need for financial assistance, as authorized by the Office of Student Financial Assistance, Department of Education, under Title IV of the Higher Education Act of 1995, as amended by the Higher Education Amendments of 1998.

Harford Community College participates in the Federal Work-Study Program and places eligible students in on-campus positions, designated community service positions, and America Reads positions. Students are awarded Federal Work-Study based on their financial need, available funds, and job availability.

Federal Regulations – Student Eligibility:

1. Students must have documented **financial need**. Financial need is defined as the Cost of Attendance (COA) minus the Expected Family Contribution (EFC). If there is a remainder, you're considered to have financial need. (COA is the amount it will cost the student to go to school. EFC is the amount you and/or your family are expected to contribute to your education. EFC is determined from information submitted by you on the FAFSA, Free Application for Federal Student Aid and reported to you on the SAR, Student Aid Report.)
2. Students must be enrolled **at least half-time** (6+ credits per semester) or accepted for enrollment on at least a half-time basis.
3. Students must be **citizens or permanent residents** of the United States or its territories.
4. Students must be in good academic standing and make satisfactory progress to maintain eligibility. Consult the Student Consumer Information or the College Catalog for complete information regarding Standards of Academic Progress.

Community Service - Off Campus Position:

Harford Community College is committed to community service employment designed to improve the quality of life for community residents. Employment opportunities in such fields as day care, campus security, services to students who have disabilities, and agencies that provide services to the community at large are available. **Off-campus positions, such as the Boys & Girls Club and LASOS, require that a paper time sheet is turned into the FWS coordinator as well as completion of Web Time Entry (WTE).**

America Reads - Off Campus Position:

Harford Community College is committed to provide jobs in the America Reads program. Early Childhood Education majors or Elementary Education majors may be particularly interested in these tutoring positions. **Off campus positions require that a paper time sheet is turned into FWS coordinator as well as completion of Web Time Entry (WTE).**

Part Two

Policies and Procedures for Supervisors

Guidance for supervisors regarding work requests, contracts, timesheet processing, student award monitoring, and general personnel guidelines.

The Federal Work-Study program is designed to enhance the student's professional growth and to give the student an opportunity for on-the-job experience. While offices do depend on student employees to carry out responsibilities, it is important for supervisors to remember the function of the FWS program. The supervisors should also keep in mind that, for many students, working at Harford Community College is their first work experience. Many will make mistakes, take some things for granted that shouldn't be, and sometimes behave improperly on the job.

It is hoped that supervisors will be as patient as possible and give these students the guidance they need. Their experiences here could well affect their work performance in future employment. It is anticipated that the students' work, besides fulfilling a needed function, will also be a learning experience.

GENERAL POLICIES:

- The supervisors must develop a job description and determine how many hours per week of work are needed.
- It is the responsibility of the supervisor to plan so there will be ample work for the student each week. If there is no work for the student, he/she are not to work.
- Office-specific training is the responsibility of the supervisor.
- Supervisors should maintain a file for each student employed. Information in this file should include: FWS Employment Contract/Agreement, Federal Work-Study Program Web Time Entry Worksheet, and evaluation notes.
- **Students may not earn more money than they are awarded.** Since work study is most beneficial to the student if the earnings are spread out over the enrollment period, it is best to calculate the total number of hours the student can work and divide it by the total number of weeks. This will allow the student to have consistent earnings throughout the academic year.

The award is for the fall and spring semesters only and does not include January. Summer terms have a separate application and award amount based on enrollment status.

- **Under no circumstances may a student take work home, as this a violation of the college's policies and FERPA.**
- If the student is injured on the job, it must be reported to Human Resources immediately.
- A FWS position cannot be used to replace or displace a regular employee position.
- **If a student drops below six credits at any time during the semester, he or she must stop working immediately and Robin Sullivan in the Financial Aid Office must be notified.**
- Students are **NOT** to be paid to do homework, text or talk on phone, etc. They are to be paid to do the job for which they were hired. If you do not have work for them to do, the student should leave and come back when work is available.
- **Beginning with the 2021-22 academic year, the Human Resources Office has determined that ALL employees, including FWS, are required to complete the EVERFI training. Because this is required training, Supervisors will grant the student time in the office/department to complete the training and students will be paid for this time.**

Work During Times Other than Fall and Spring Semesters

- Students may remain in the same position throughout their attendance at HCC provided they meet all the requirements, carry out their responsibilities, are rehired by the employer, and obtain a new award each academic year.
- The academic year ends June 30 or when the student is no longer enrolled at HCC (i.e. graduation, transfer, etc). Students must have a new official award letter, and be registered at least half time for the upcoming summer and/or fall semester, if they are to continue working past that date. In addition, they must meet with the FWS Coordinator to complete paperwork for the new award year.
- Students may also work during the winter break if they are registered for 6 credits at HCC for the spring semester **and** if they have sufficient funds in their FWS award. Eligibility should be confirmed with the FWS Coordinator **prior** to the student beginning work.

REQUESTS FOR FEDERAL WORK STUDY STUDENTS

- Each fiscal year, supervisors must submit a FWS Job Description Form for each **position** they want to fill. Federal regulations require that there be a job description on file for **each FWS position** annually.
- The sections "Job Description" and "Special Abilities/Skills" should be completed in detail. Supervisors need to keep in mind that this is the form students read when looking for employment.

- If a supervisor wants to have a certain student return the following year beginning July 1, the supervisor should submit the job request and send an email to the FWS Coordinator to request that specific student. (The student must be eligible for FWS and also wish to return to same position).

THE INTERVIEW:

- The student will review the available job listings and will make an appointment for an interview with the supervisor.
- When contacted, supervisors should see the student as soon as possible for an interview appointment. **They should confirm with the student that he/she has a FWS award.**
- The interview should be conducted in a quiet place, and in a confidential manner.
- The supervisor should inform the student of specific duties and responsibilities of the job as clearly as possible. **A job description must be provided by the supervisor to the student.** Typing tests, filing tests, etc. are appropriate if the job requires these skills.
- Rules and regulations that exist in the department or office should be explained during the interview. If the student may encounter confidential information, FERPA rules must be explained.
- Required work times, such as evenings and weekends, should be explained to the student.
- Supervisors may not question students about their personal lives in the interview.
- Supervisors may question students about their past work experiences, college major, and future career plans.
- Supervisors have the option to interview more than one student for an opening.
- The supervisor does not have to hire the student interviewed, nor does the student have to accept the FWS job offer.
- If the student is hired, a work schedule should be arranged at that time. Supervisors must make sure that the work schedule does not conflict with the student's class schedule. Students are not allowed to work during class time.
- When the student is hired and an agreeable schedule created, the student and supervisor complete the **Employment Contract & Agreement Form** and it is returned to the Financial Aid Office. The student should also immediately complete the **Background Check Request** form and take it, along with the job description, to the Human Resources Office so the screening process can begin.

The FWS EMPLOYMENT CONTRACT & AGREEMENT

- Every student employed by the supervisor must have a FWS Employment Contract on file. After being hired, the student will complete Part I of the Employment Contract. The supervisor must complete Part II of the Employment Contract. BOTH parties complete the Agreement on the back page.
- The completed form is returned to the Financial Aid Office.
- Human Resources will notify the FWS Coordinator when the background screening is complete and all payroll documents have been completed and submitted by the student. At that time, the FWS Coordinator will notify both the supervisor and student of an eligible start date which will be at the **beginning of the next pay period**. The student is NOT allowed to work until they, and their supervisor, are notified in writing by the FWS Coordinator.

STUDENT WEB TIME ENTRY ON OWLNET:

- Students are paid bi-weekly on the regular college pay dates.
- Unlike HCC full-time employees pay schedule, the FWS payroll runs two weeks behind the submission of the Web Time Entry.
- **The student and supervisor should keep track of all hours worked during the 2-week period. Hours should be rounded to the nearest quarter hour.**
- **Web time submission by the student must be complete by 4:00 PM on Friday.** On-Campus Supervisors have until noon the following Monday to approve time. Students will not have access to past payroll periods.

STUDENTS WORKING OFF-CAMPUS MUST ALSO COMPLETE A PAPER TIME SHEET TO BE SUBMITTED TO THE FWS COORDINATOR AT THE SAME TIME AS WEB-TIME ENTRY IS SUBMITTED.

Please note:

- Students are paid for hours worked only; they are not paid for lunch breaks, holidays or vacation periods.
- During holidays or vacation periods, the submission date for time sheets may change. Supervisors and students are notified by email and/or memo when this occurs.

- Students cannot be paid for hours worked when it is determined that they should have been attending class during that time.
- Students cannot be paid in advance for future hours to be worked.

MONITORING STUDENT EARNINGS:

- While the Financial Aid Office monitors students' earnings, **it is the responsibility of the student and supervisor** to keep track of his/her total award and the balance. Students may log into their OwlNet account to find out the remaining amount of their award or they can check with the Financial Aid Office.
- A **Low Funds E-Mail** is sent to the student and the supervisor when the student is within \$600.00 of earning the total FWS award. **No additional warnings will be sent.** The student or supervisor may contact the FWS Coordinator regarding availability and eligibility for any additional funds.
- It is strongly suggested that the supervisor develop a spreadsheet or similar manner of keeping track of hours submitted each pay period so the student does not exceed their award amount.

SICK AND SAFE LEAVE:

FWS employees will accrue **1** hour of **Sick and Safe Leave** for every **30** hours worked. Leave cannot be used until the student has been employed by Harford Community College for **106** days. Sick and Safe Leave can only be used if the student was previously scheduled to work and cannot work due to illness or qualifying event during your normal hours.

- No more than the current balance of leave can be used (available on student's check stub)
- Hours must be posted only in ¼ hours increments

SUPERVISOR HIRING CHECKLIST:

- Submit a request using the **Federal Work Study Work Request Form** to the Financial Aid office for posting.
- Interview candidates for your position(s).
- Hire a candidate(s) and complete their **FWS Employment Contract & Agreement** which should be forwarded to the Financial Aid office for processing.
- Establish a work schedule with the student.

- Train student(s) in their new work environment.
 - **The student is not to begin working until an email is sent by the FWS Coordinator that the student has been cleared by Human Resources to begin working.**
 - **Approving Hours:** On-Campus Supervisors have until noon the following Monday hours are due to approve time. **Off-Campus Supervisors must fax (443-412-2169), or email, a paper time sheet with their students' hours to the Financial Aid Office by this date.**
 - Complete a **FWS Performance Appraisal Evaluation** at the close of each semester and/or prior to when a student leaves employment.
 - The Human Resources Office requires **a written statement from the student** when he/she leaves a position so they can remove the student from the payroll. A statement from the student stating their **last day of employment and reason for leaving** (graduation, new job, etc.) is all that is needed. Please collect this statement and forward to Robin Sullivan.
- * Any student that begins working prior to approval from the FWS Coordinator (via e-mail) must be paid directly from their department/agency's budget and not through federal funding until approval has been received.***

TERMINATIONS:

In addition to depleted funds, the Financial Aid Office or the supervisor may terminate a student from a job for the following reasons:

- Failure to maintain good academic standing and satisfactory progress
- No award for the new academic year
- Not enrolled for at least 6 credits during the fall and/or spring semesters
- Graduation or transfer from the college
- Fraudulent time submission
- The department does not have sufficient work for the student to do
- The student's work or attendance is unsatisfactory. The supervisor has the authority to terminate any student for unsatisfactory job performance.
- The department wishes to eliminate a job.

Supervisor's Termination Process

1. If performance, attendance, or behavior on the job is unsatisfactory, the supervisor should discuss the situation with the student and contact the FWS Coordinator. A **Performance Appraisal** is available upon request.
2. If improvement is not sufficient, the supervisor should give **written notice** to the student, stating the deficiencies and a **time period in which to improve**. A copy of the notice should be forwarded to the FWS Coordinator.
3. If performance or behavior continues to be unsatisfactory, the supervisor may terminate the student. The student should be informed by the supervisor, **in writing**, of such termination. A copy of this document should be forwarded to the FWS Coordinator.
4. The student should be referred to make an appointment with the FWS Coordinator regarding the termination.
5. If a supervisor terminates a student for some other reason, i.e., resignation, leaving school, etc., written notification from the Supervisor should be sent to the FWS Coordinator.
6. Inform Director of Human Resources that you are terminating the student.

Financial Aid Office Information

Hours of Operation:

Monday and Thursday	8:30 AM – 7:00 PM
Tuesday and Wednesday	8:30 AM – 5:00 PM
Friday	8:30 AM – 4:30 PM

Location: Student Center, 2nd Floor

Main Office Phone Number: 443-412-2257

Fax Number: 443-412-2169

Office Email: finaid@harford.edu

Financial Aid Office Personnel and Program Responsibilities:

Amy Spinnato, Director for Financial Aid

Suzanne Gallihue, Assistant Director for Financial Aid (Satisfactory Academic Progress)

Jacob Zoch, Financial Aid Specialist (**FWS Coordinator** & Scholarship Program)

Amber Duvall, Financial Aid Specialist (Default Management & Outreach Programs)

Bereni Oriaku, Financial Aid Specialist (MD State Scholarship Program – College Promise)

Kathy Weldon, Senior Financial Aid Specialist (MD State Scholarship Program)

Lisa Carlini, Financial Aid Associate (FWS Payroll / Consortium Agreements)