

# FEDERAL WORK-STUDY HANDBOOK 2009-10

## I. INTRODUCTION

The Federal Work-Study (FWS) program is a federally funded educational program that provides an opportunity for students to acquire on or off campus employment while completing their college education.

This handbook has been prepared as a guideline for students and supervisors. Please follow this to ensure that everyone's experiences are productive and satisfying.

## II. ELIGIBILITY

Student eligibility for FWS is determined by the financial aid office. Eligibility is based on the following:

- Student must show financial need,
- Student must be enrolled at least ½ time,
- Student must be in good academic standing, see college catalog at [www.medaille.edu](http://www.medaille.edu),
- Student must be a U.S. citizen or eligible non-citizen,
- Student must complete a Free Application for Federal Student Aid (FAFSA),

## III. JOB DESCRIPTION

Each FWS position must have a job description that includes the following:

- Name of department,
- Name of supervisor,
- Job Title,
- Job description and qualifications,
- Hours available.

The job description is very important as it is a federal requirement and it explains the position to the prospective FWS student. The description also establishes a written record for both student and supervisor of job duties and responsibilities.

## IV. FWS AWARD ALLOCATION & PLACEMENT

Once the FWS award is accepted by the student via the Medaille One portal s/he can begin the job search online at [www.medaille.edu/financialaid/workstudy](http://www.medaille.edu/financialaid/workstudy).

At this site students complete the online application which will be emailed to the FWS Coordinator. After approval the application will be sent to the appropriate supervisor. Supervisors will contact and interview students of their choice and hire the best qualified candidates for the desired position(s).

Below are specific instructions for this process. Please note: students and supervisors must check their Medaille emails on a regular basis as this is the communication vehicle.

The process for students:

-begin your job search at [www.medaille.edu/financialaid/workstudy](http://www.medaille.edu/financialaid/workstudy),

-apply to the job(s) of your choice by completing the online application which will be sent electronically to the FWS Coordinator, click “job postings” to be able to view the jobs available for FWS, then when ready to apply electronically, click “job applications,” which will bring up the application,

-applications will be approved by the FWS Coordinator and forwarded to the appropriate supervisor along with the interview sheet,

-the FWS supervisor for each department will then contact the students of their choice to interview,

-when a supervisor hires a student, the supervisor must print 2 copies of the interview sheet. The student should turn one copy in to the FWS Coordinator. This one must be signed by the supervisor. The other copy is for the supervisor’s records.

-a student cannot work until s/he has attended a FWS Orientation (this is for NEW FWS students only), students will be notified of these dates. Supervisors will be notified via Medaille email when a student has completed the FWS Orientation. For early starts (students who begin prior to the first day of classes) contact the FWS Coordinator.

-complete all required payroll documents and turn them in to the payroll office (received at the FWS Orientation),

-complete an online application, get offered the position and turn in a copy of the signed interview sheet to the FWS Coordinator.

-time sheets are available online. If time sheets are submitted for those students that have not followed proper procedures then payment needs to be paid by your department.

-Students cannot be paid FWS dollars prior to the completion of the above procedures. Once completed the work-study student is then AUTHORIZED to start working.

## V. FWS Schedules

A FWS schedule must be decided upon at the time of the interview.

-A student can never work instead of going to class. The hours worked cannot be scheduled during class time.

-FWS students can work a maximum of 35 hours per week.

-New York State Labor Law requires that a half hour break be taken every six hours. Students cannot be paid for this break.

-You should calculate the number of hours a student can work per week according to the FWS awarded amount. This information is given to you so you can plan for the year.

## VI. REQUESTING A COLLEGE WORK-STUDY STUDENT

The process for supervisors:

1. Complete a Job Posting Request Form online at [www.medaille.edu/financialaid/workstudy](http://www.medaille.edu/financialaid/workstudy),

2. Once the form is received, reviewed and approved by the FWS Coordinator it will be added to the job posting available on the FWS webpage,

3. Students will then apply to the job(s) of their choice by completing the online applications which will be sent electronically to the FWS Coordinator,

4. Applications will be approved by the FWS Coordinator and forwarded to the appropriate Supervisor along with the interview sheet,

5. The FWS Supervisor for each Department will then contact the students of their choice to interview. If you choose **not** to interview a student, please complete the form accordingly and return it to the FWS Coordinator.

6. If the Supervisor hires a student, the supervisor must print 2 copies of the interview sheet. One to be turned in by the student to the FWS Coordinator signed and dated by the Supervisor. The second will be for the Supervisors records.

A Student can NOT work until they have:

- Attended a FWS Orientation if they are a NEW FWS student. Supervisors will be notified via email when a student has completed their orientation. For early starts (students who start prior to the first day of classes) Please contact the FWS Coordinator.

- Completed all the required payroll documents and proof of identification and turn them into the payroll office. These documents will be given to students at Orientation.

- Completed an online application and have been offered a position with a copy of the signed interview sheet to the FWS Coordinator.

7. The timesheet form is now available on line. Timesheets must be turned in by Supervisors. If time sheets are submitted for those students that have not followed proper procedures then payment needs to be paid by your department. Students cannot be paid for hours worked prior to the completion of stated procedures. Once completed the FWS student is then AUTHORIZED to start working.

## VII. SUPERVISOR RESPONSIBILITIES

Supervisors are a vital part of making the FWS program a success. You are accepting the responsibilities of following the federal guidelines regarding supervision and training of students as noted within this handbook.

- See that FWS students have sufficient work to allow for productive use of everyone's time.

- We encourage you to use a team model for your FWS students. Train your student workers to train each other.

- Make sure your student workers have a strong knowledge of the college; share the following information with them:

Medaille College is a dynamic, private, four-year college committed to serving the higher education needs of Western and Central New York, and Southern Ontario. The College is located within the historic Olmsted Crescent in the heart of Buffalo, New York, with branch campuses in Amherst and Rochester. The Institution is known for its flexible delivery systems, offering Master's, Bachelor's, and Associate degrees through day, evening, and weekend programs.

One of the fastest growing colleges in the country, Medaille's enrollment has increased more than 190% since 1995. Building on that success, the College has become an economic engine in the community, investing \$27 million in physical plant enhancements in the past three years. Recent capital construction has included the building of the Student Success Center (an expansion of Huber Hall and the library.), new landscaping around the campus, and the reconstruction of McCarthy Park where our outdoor athletic events will take place.

Medaille's recent growth has resulted from the advent of two branch campuses, the implementation of graduate programs, and the creation of innovative undergraduate programs that meet the needs of a diverse student population. Currently, 20% of the College's students are represented as minorities. At Medaille, students are attracted to established programs in education, business, criminal justice, and communications. In addition, the unique-to-the-area programs in sports management and veterinary technology have proven popular. Graduate programs in business, education, mental health counseling, organizational leadership, and psychology round out the set of degree offerings. Nearly 100% of the College's graduates find employment or continue on to graduate school within a year of graduation.

The College prides itself on a strong, dedicated faculty. Within the past year, faculty members have been awarded major research grants through such organizations as the National Science Foundation and National Institutes of Health. Medaille has been dedicated to bringing experienced faculty and staff on board for fast-growing degree programs and student support services. In addition, the College boasts a vibrant student life, offering a wide variety of extracurricular activities and opportunities for involvement. A member of the Allegheny Mountain Collegiate Conference, Medaille fields NCAA Division III athletic teams for men and women.

### Quick Fall 2008 Stats

Total full-time enrollment for undergraduate main campus—1,271  
 Average class size: 20  
 Undergrad students to faculty ratio: 17:1  
 Resident students: 429

- See that your student
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- Complete a student (an evaluation form will be provided to you).
- Students cannot be paid for
- Duties cannot include
- Students cannot be required to take work home.

- workers dress appropriately.
- workers are respectful to all constituents.
- evaluation each semester (an evaluation form will be provided to you).
- time not worked.
- doing supervisor's personal tasks.

- Report irreconcilable problems between the supervisor and students to the FWS Coordinator. If the problem cannot be resolved the student will be reassigned depending on the nature of the problem and availability of jobs.
- Keep track of the hours that have been allocated AND the hours that have been worked. This needs to be done so that the student does not go over his/her allocation.
- Keep in mind these are federal funds, regulations must be followed.

## VIII. STUDENT RESPONSIBILITIES

A FWS student's responsibilities include the following:

- report to work on days scheduled
- notify supervisor if you will be tardy or absent
- complete time sheet accurately
- submit time sheet to supervisor to coincide with payroll schedule
- complete duties as assigned.

## IX. TIME SHEETS

Time sheets are available on the Medaille website or go directly to [www.medaille.edu/financialaid/workstudy/timesheet.pdf](http://www.medaille.edu/financialaid/workstudy/timesheet.pdf). Time sheets must be submitted for each student based on the payroll schedule also available online at [www.medaille.edu/financialaid/workstudy](http://www.medaille.edu/financialaid/workstudy). Time sheets incorrectly completed or submitted late will result in late paychecks. Time sheets MUST be turned into the Financial Aid Office by the supervisor. Students cannot deliver time sheets. Submit time sheets by 3:00PM on FRIDAY. If you have students working after 3:00PM or over the weekend those and only those will be accepted on Monday by 10:00AM. Any time sheets submitted after 10:00AM on Monday will be held and submitted in the next payroll. It is our recommendation that you have an alternate person to sign your student time sheets. Put this safety in place just in case the supervisor is not available at some point in time. Time sheets must be complete in ¼ hour intervals.

Supervisors must maintain the time sheets. They must sign the time sheet and obtain the student signatures as well. The signature represents authorization for payment of hours that were actually worked. Please check the hours and the addition, many errors are made and this simply slows the process. If both signatures are not on the time sheet and necessary information is not filled in on the time sheet the student will not get paid.

## X. COMMUNITY SERVICE

Community service jobs are with local non-profit, governmental and community based organizations as designed to improve the quality of life for residents of our community.

Community service jobs may be jobs that are located on campus however; they must meet certain criteria that are based on federal regulations. As with campus jobs, a job description must be on file for all community service agencies.

Time sheets are handled the same for community service jobs as with on campus jobs. The only difference is that the time sheets are to be placed in an envelope with the supervisor's signature running across the seal. The student then has the authority to submit the time sheet to the financial aid office.

We also participate in the America Reads Program. The America Reads Program is a community project whose goal is to allow for children by the end of the 3<sup>rd</sup> grade to read well independently. We have locations in local schools.

If you have any questions or concerns, please feel free to contact the Financial Aid Office at 880-2256.