

FEDERAL WORK STUDY HANDBOOK 2020-2021 FOR STUDENTS AND SUPERVISORS

I. INTRODUCTION

Federal Work Study

The Federal Work Study 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.

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. These jobs may be jobs that are located on campus however; they must meet certain criteria that are based on federal regulations. We also have students who are employed as a reading tutor for children who are preschool age or are in elementary school. They can also perform literacy activities in a family literacy project that provides services to families with preschool age children or elementary school students.

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. POLICIES AND PROCEDURES FOR STUDENTS

A. Eligibility

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

- Student must complete a Free Application for Federal Student Aid (FAFSA)
- Student must show financial need
- Student must be enrolled full time
- Student must be in good academic standing (**2.0 GPA**)
- Student must be a U. S. citizen or eligible non-citizen

B. Placement

An e-mail will be sent to your Medaille e-mail account advising you that you can begin the process by viewing the positions that are available in the area of Work Study Job Listings. Apply to the job of your choice by completing the online application <https://www.medaille.edu/my-medaille/lp/federal-work-study-program>. This online application will be sent electronically to the Federal Work Study 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. The student/supervisor should turn a copy of the interview sheet into the Federal Work Study Coordinator. This must be signed by the supervisor. Please note: students must check their Medaille e-mails on a regular basis as this is the communication vehicle.

C. New Students

A student cannot work until they have attended a Federal Work Study Orientation. A date and time will be mutually agreed upon by the student and Federal Work Study Coordinator. Supervisors will be notified via Medaille e-mail when a student has completed the Federal Work Study Orientation. For early starts (students who begin prior to the first day of classes), contact the Federal Work Study Coordinator. Students must complete all required payroll documents and turn them in to the payroll office. These documents will be received at the Federal Work Study Orientation.

Any returning work study students need to make sure that all forms are up to date with payroll.

D. Rights and Responsibilities

I. Rights

1. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period
2. A clearly defined work schedule, which accommodates their course schedule and academic requirements
3. Adequate training to perform tasks
4. A safe, clean, and professional working environment

II. Responsibilities

1. A student can never work instead of going to class. The hours worked cannot be scheduled during class time. 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.).
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 Coordinator in the event of an inappropriate work environment, etc.
6. Maintain professionalism and accuracy in all transaction with the public or campus community.

E. Timesheets

Time sheets are available on the student's Medaille 360 account. Time sheets must be submitted for each student based on the payroll schedule also available online at <http://www.medaille.edu/work-study> Time sheets incorrectly completed or submitted late will result in late paychecks. Time sheets must be forwarded to your supervisor for approval. Submit time sheets by 10:00 AM on MONDAY. Any time sheets submitted after 10:00 AM on Monday will be held and submitted in the next payroll. Time sheets must be complete in $\frac{1}{4}$ hour intervals. If your supervisor has a problem with your timesheet, she/he will return it to you for editing within Medaille One. You will receive an e-mail notification (via your Medaille email) of such an event and it is your responsibility to amend and resubmit your timesheet in a timely manner in order to receive an on-time paycheck. In the event that paper time sheets are submitted (under few circumstances through community service positions), they are to be submitted to the Federal Work Study Coordinator.

F. Pay Rate

Currently, our pay rate is \$14.00 per hour for undergraduate and graduates. A student cannot work more than 25 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.**

G. Termination

If Federal Work Study students do not perform their duties satisfactorily and needs to be terminated, the supervisors must talk with the Federal Work Study Coordinator to discuss prior to terminating the student. Improper use or violation of college property and falsification of timesheets will result in your immediate termination.

H. Breaks

Students may work during semester breaks with the approval of their supervisor and if there is available funding.

III. Policies and Procedures for Supervisor

A. Requesting a Federal Work Study Student

Each Federal Work Study 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 Federal Work Study student. The description also establishes a written record for both student and supervisor of job duties and responsibilities.

Complete a Job Posting Request Form online <https://www.medaille.edu/my-medaille/lp/federal-work-study-program>. Once the form is received, reviewed, and approved by the Federal Work Study Coordinator it will be added to the job postings. Students will then apply to the job(s) of their choice by completing the online application which will be sent electronically to the Federal Work Study Coordinator. Applications will be approved by the Federal Work Study Coordinator and forwarded to the appropriate supervisor along with the interview sheet.

*** Each supervisor must meet with the work-study coordinator before any placements are made.**

B. Interviewing the Federal Work Study Student

The Federal Work Study supervisor for each department will then contact the students of their choice to interview. It benefits you and your potential Federal Work Study Student to discuss the following:

- Description of job duties
- Skills needed to perform the job
- Personal conduct and dress expected
- Hours of operation and student's schedule of weekly hours

If you choose not to interview a student, please complete the form accordingly and return it to the Federal Work Study Coordinator as soon as possible so we can give that student another position.

C. Hiring a Federal Work Study Student

If the supervisor hires a student, the supervisor must print two copies of the interview sheet. One is to be turned in by the student to the Federal Work Study Coordinator signed and dated by the supervisor.

The second will be for the supervisor. A student cannot work until they have attended a Federal Work Study Orientation if they are a NEW Federal Work Study student. Supervisors will be notified via e-mail when a student has completed their orientation. For early starts (students who start prior to the first day of classes), please contact the Federal Work Study Coordinator. Federal Work Study students are paid by the hour. The hourly rate is \$14.00 an hour for both undergraduate and graduate students. Holidays, snow days, and sick days are not to be counted as hours worked. Federal Work Study students are not paid for lunch or break periods. Students can work a maximum of 25 hours per week.

D. Orientating Your Federal Work Study Student

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

- Performance Standards
- Variations in work schedules for holidays and examination periods
- Confidentiality of records and files (FERPA statement, specifically)
- System access and security procedures
- Procedures for recording hours worked and completing time sheets
- Dress code in the workplace
- Telephone etiquette
- No homework policy (Federal Work Study students 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)

E. Federal Work Study Supervisor Guidelines for Time Sheets

Once the student has completed the interview process and submit the interview sheet to the Federal Work Study Coordinator they can start working. New students must complete the Federal Work Study Orientation. -New students must also complete all the required payroll documents, proof of identification, and turn them into the payroll office. These documents will be given to them at orientation. The supervisor is **solely responsible** for ensuring that hours have been calculated accurately prior to submission of the time sheet to the payroll office. It is advised that all supervisors keep track of all hours that are worked so the student does not go over his/her allocation.

Please remember that Federal Work Study students can work up to 25 hours week. However most allocations are approximately \$2000. As a supervisor, you are responsible for the student

not exceeding their allocation. **New York State Labor Law requires that half hour break be taken every six hours. Students cannot be paid for this break.**

Time sheets are available on the student's Medaille One account. Time sheets must be submitted for each student based on the payroll schedule online at <http://www.medaille.edu/work-study> .Submit time sheets by 10:00 am on Monday. Any time sheet submitted after 10:00 am on Monday will be held and submitted in the next payroll. It is our recommendation that you have an alternate person to submit your student's time sheet. Times sheets must be complete in ¼ hour intervals.

In the event that a time sheet is submitted for a student that has not met all of the requirements to begin the work-study position or been approved, payment to that student must be made out of the individual department's budget.

F. Supervisor Responsibilities

Supervisors are a vital part of making the Federal Work Study program a success. You are accepting the responsibilities of following the federal guidelines regarding and training of students as noted within this handbook. It is the supervisor's responsibility to see that Federal Work Study students have sufficient work to allow for productive use of everyone's time.

Students cannot be paid for time not worked. Duties cannot include doing supervisor's personal tasks. Students cannot be required to take work home.

Any irreconcilable problems which the supervisor may have with a student should be reported to the Federal Work Study Coordinator. If the problem cannot be resolved the student will be reassigned depending on the nature of the problem and availability of jobs. **It is also the supervisor's responsibility to keep track of the hours that have been allocated vs. the hours that have been worked.** This needs to be done so that the student does not go over his/her allocation. These are federal funds; therefore the regulations must be followed.

G. Terminations

If Federal Work Study students do not perform their duties satisfactorily and needs to be terminated, the supervisors must talk with Federal Work Study Coordinator to discuss prior to terminating the student. Improper use or violation of college property and falsification of time sheets will results in immediate termination.