

WORK STUDY

GENERAL INFORMATION

The Federal Work-Study Program enables students to earn money during the academic year and/or summer to help defray their college expenses. The Financial Aid Office determines the eligibility of all students who apply for work under this program. Job listings and time sheets are available in the Financial Aid Office. The Business Office processes time sheets and disburses the Federal Work-Study checks to the students. The Financial Aid Office distributes time sheets to the Federal Work-Study Supervisors. Some requirements of the Federal Work Study Program are as follows:

1. Students must file a Free Application for Federal Student (FAFSA). The Financial Aid Office will then determine if the student is eligible for this particular program.
2. Students must be enrolled at least half time (6 credit hours).
3. Students must be U.S. citizens or permanent residents of the United States.
4. Students must maintain good academic standing, while working in this program.
5. Students are awarded a total dollar amount to be earned during a specific period of time. (i.e. Fall, Spring, or Summer Semester)
6. Students may work an average of 10 to 12 hours per week when classes are in session, and an average of 20 hours during vacation periods, if department budget allows.
7. Duties performed by students must not be directly involved with religious or political activities.
8. Positions for Federal Work Study students must not displace regular employees.
9. Job discrimination, in any form, by race, color, religion, sex, national origin, sexual orientation, or disability is strictly prohibited.
10. Federal Work study students may be paid for services rendered at a dollar rate per hour only; work study funds may not be paid as honorariums, stipends, other fees, salaries, or commissions.
11. Students may not be paid from Federal Work-Study funds for excess hours worked (overtime).

12. Employing agencies and/or offices are responsible for maintaining an accurate tabulation of the number of hours worked by a student and for forwarding time sheets to the Business Office according to the payroll schedule.
13. Any other form of employment must be reported to the Financial Aid Office immediately.
14. All agencies/supervisors are to notify the Financial Aid Office of any status change concerning student employees.
15. All student jobs are subject to job audit at anytime by the appropriate College office.
16. The policies, procedures, or provisions herein shall not be deemed exhaustive. The College reserves the rights to modify, delete, or add to them at its discretion as circumstances may warrant.

In accordance with Federal Work Study regulations, work should be related to the student's objectives, or be in the public interest. Such student work must not result in the displacement of employed workers or impair existing contracts for service. Funds are not available for construction, maintenance, or operation of that part of any facility used for sectarian or religious worship. The agency agrees that no student will be denied work or be subject to different treatment under the agreement on the basis of race, color, religion, sex, national origin, sexual orientation, or disability, and that it will comply with the provisions of the Civil Rights Act of 1964, as amended.

HIRING OF STUDENTS

1. The Financial Aid Office will determine the student's eligibility.
2. The Financial Aid Office will notify the student of his/her eligibility. The student then reviews available placement options and discusses positions with area supervisors.
3. The supervisor interviews the student and agrees to employ her/him for the current academic period and is responsible for evaluating the student's performance.
4. A student's priority is to attend class. Students should not work during scheduled class time. If a student works during scheduled class time, the supervisor should attempt to document the reason on the current time sheet.

HOURS AND PAY

Students may only be paid for hours actually worked. Therefore, there are no paid lunches, holidays, sick days, or vacation leaves. However, all students who work longer than a five-hour period at a time must take at least one-half-hour break without pay. Students may take any normal breaks that other employees may receive (i.e. coffee breaks, afternoon breaks).

The FWS pay rate is **\$8.00 per hour**. Students are paid every two weeks. It is highly recommended to use Direct Deposit for wages paid, as it is a State policy. However, if you are unable to do so, your paycheck is available for pick-up at the Payroll Office. Time sheets that are submitted late will be processed the following pay period. Time sheets that are unsigned or incorrectly prepared (i.e. student's name missing, too many hours, unauthorized signature, etc.) will be returned to the supervisor and will be delayed accordingly. Since the student is the one who really suffers in such matters, make sure that your supervisor is aware of the above procedures. Your Cape Cod Community College I.D. card must be presented before any checks are issued. Time sheets are available at the Financial Aid Office.

JOB ASSIGNMENTS

Students must have filed a Free Application for Federal Student Aid (FAFSA) before a Federal Work-Study position can be awarded. Each Federal Work-Study position is based on financial need. A Federal Work-Study award is considered part of a student's financial aid package and not additional income. Prior to assignment to a specific job, students may be asked to attend a Federal Work-Study orientation, which provides information regarding the program.

STUDENT'S OBLIGATION TO EMPLOYER

Participants in the Federal Work-Study Program should be aware of the following obligations to their employer:

1. Once you have accepted a job, you are expected to remain on that job for the entire semester. While the Financial Aid Office is willing to discuss job changes, no change will be made until the following semester except in very unusual circumstances.

2. Once your work schedule has been established, you must report when expected and not change hours without requesting the permission of your employer in advance. In general, you will find your employer aware that your school responsibilities must come first. However, the supervisor has made commitments based on your available work time that should not be changed without advanced approval.
3. If, at the end of the semester, you wish to terminate or change your job, you should discuss this with both your employer and the Financial Aid Office. Students who are unhappy with their jobs or working conditions should first discuss the problem with their supervisors and then with the Financial Aid Office, if necessary.
4. Students are expected to *accurately* record the hours worked on time sheets.
5. If for some reason you are unable to work, sufficient notice (preferably 24 hours) must be given to your employer.
6. Notify your supervisor of any changes in class schedule, which would affect your work schedule.
7. Notify the Financial Aid Office if you will not be returning to Cape Cod Community College.

WORK CONFLICT AND TERMINATION

1. If a student's performance is unsatisfactory, it is recommended that the supervisor first discuss the situation with the student.
 - A. If the discussion is unsuccessful in producing the desired performance, the supervisor will give two weeks notice before terminating the student.
 - B. An exception to this would include a student who violates college policy or who ignores repeated warnings. Such a student may receive immediate termination.
 - C. The student must be referred to the Financial Aid Office for counseling and assistance.
 - D. The supervisor should immediately notify the Financial Aid Office.
2. If the student is dissatisfied with his/her job situation or desires a job change, he/she is advised to first discuss with his/her supervisor.
 - A. If the discussion results in termination of employment, the student is requested to give a two-week notice.
 - B. The supervisor and student will notify the Financial Aid Office of this change.

SUPERVISOR'S RESPONSIBILITIES

1. When students are being interviewed for your department, they should be told exactly what duties will be required of them.
2. Student workers should be treated as part of your office staff.
3. It is your responsibility to properly train each student for your department.
4. Work assignments and duties should be within the scope of each student's ability and within reason.
5. **Time sheets are to be signed in ink by you and the student before submitting to the Accounts Payable Office.**
6. Only sign for the time the student actually worked.
7. The time sheet schedule of due dates and pay dates should be kept posted throughout the semester. Time sheets must be submitted on time.
8. A job description form must be submitted to the Financial Aid Office annually.
9. If you wish to transfer a student from your department, you must do so in writing and submit it to the Financial Aid Office.
10. Only those individuals who have been authorized as "Area Supervisors" at the beginning of each Work-Study period are authorized to sign time sheets.
11. Employment under the Federal Work-Study Program must not result in the displacement of employed workers or impair existing contracts for service. Supervisors are cautioned against the use of students in jobs, which traditionally and customarily have been filled by full-time personnel.
12. All students **MUST** be supervised; therefore, students must be working during regularly scheduled office hours and cannot take assignments home for completion.
13. Any injuries, complaints, suggestions, etc., concerning Federal Work-Study students should be directed to the Financial Aid Office.
14. At the end of each semester, each supervisor should submit the name of the student in their area and indicate whether or not they plan to return the following semester.
15. A student's priority is to attend class. Students should not work during scheduled class time. If a student works during scheduled class time, the supervisor should attempt to document the reason on the current time sheet.

Cape Cod Community College policy prohibits discrimination in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability. For policies on Affirmative Action, Diversity and Sexual Harassment, see the Affirmative Action Statement.