

Federal Work-Study Employment Guide



Student Employee

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VIRGINIA WESTERN

WE'LL TAKE YOU  THERE

Welcome to the Federal Work-Study Program at Virginia Western Community College. Student employees play a key role in the day-to-day operations at our college. For this reason, student employees are expected to responsibly handle the jobs they are placed in, while projecting a favorable image and promoting good public relations for the college. Please be sure to thoroughly read this handbook and retain it as guide to the Federal Work-Study program.

Since Federal Work-Study (FWS) employment is considered part of a student's financial aid package, it is administered by the Financial Aid Office and is subject to federal regulations. Even though all state, Virginia Community College System (VCCS) and college human resources policies do not apply to student employees, the spirit and intent of these policies will be used as guidance. These guidelines can be found in the VWCC Classified Staff Handbook or detailed policies can be found on Human Resources' VWConnect intranet website.

All students interested in FWS employment must contact the Federal Work-Study Coordinator. The Financial Aid Office and the Federal Work-Study Coordinator are located in Chapman Hall, room 106. They may be reached at (540) 857-7331.

Federal Work-Study Overview

About the Federal Work-Study Program

The Federal Work-Study program provides part-time employment opportunities to eligible students to assist with their non-billable costs of post secondary education. Based on the results of the Free Application for Federal Student Aid (FAFSA), eligible students are awarded an allotment of funds that may be earned through part-time employment in FWS-approved positions either on- or off-campus. The program is designed to provide students with an opportunity for employment arranged around class schedules.

Jobs may be on-campus, or off-campus at non-profit organizations. All jobs must be in the public interest. Virginia Western Community College (VWCC) is required to utilize at least 7% of its FWS funding for community service positions with at least one (1) FWS student employed as a reading tutor for children of preschool and/or elementary age or with a family literacy program. Off-campus positions must first be approved by the Financial Aid Office.

Eligibility

Students must demonstrate financial need to be eligible for the Federal Work-Study program. They must also meet Satisfactory Academic Progress (SAP) standards. Most students will be awarded Federal Work-Study funds upon completion of the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, provided they have expressed an interest on their form and that funding is available. It is suggested that students should complete the FAFSA form as early as possible for each academic year. Priority will be given to those students who demonstrate the most need and complete their FAFSA form for the new academic year prior to April 15th.

Once you are awarded FWS funding, a "Financial Aid Award Notification" will be emailed to you at your VCCS student email address stating your total gross pay ceiling per term. If you decide you do not wish to hold a position as a FWS employee, please notify the FAO immediately so the funds can be deleted from your award and provided to other eligible students.

The FWS award on your account simply means you are eligible to hold a position as a Federal Work-Study employee. The award is not applied to your charges for tuition, fees and/or bookstore expenses. In order to receive the Federal Work-Study funds, you must work at a part-time, hourly/wage position in which you are employed in one of VWCC's departments, or at a community service job off-campus. You are required to work the hours that are mutually agreed upon between you and your supervisor. You will receive a bi-weekly paycheck for hours worked. Your award is not guaranteed; you must work in order to receive the funding.

The Hiring Process

Please complete and submit to the FAO the "Application for Federal Work-Study Employment". The Financial Aid Office will give you three (3) copies of your completed application when you return the form to them. You should retain these copies and provide them, in addition to your current school schedule, to the hiring supervisor during the interview process. You are now able to search for available Federal Work-Study positions on the [Federal Work-Study website](#). You should review the listing and then contact the supervisor listed on the posting to express an interest in the position.

It is the supervisor's responsibility to conduct an interview with potential Federal Work-Study employees. The interviewing supervisor should review your application, in addition to your class schedule, to ensure that it will meet the department's needs. During this interview, you will be told of any specific skills will be required to perform the job successfully.

When you are selected for a FWS assignment, you should then visit the FAO to complete the required new hire paperwork. At that time, you will view the "New Hire Orientation – FWS" presentation. The position's supervisor will be notified via email by the Work-Study Coordinator when you can begin working. Your supervisor will then contact you accordingly. Your supervisor will receive a "Notification of Employment", which details your total federal work-study award by semester, number of allowable work hours and total number of weeks you are able to work.

Supervision

Supervisor Responsibility

The goal of the Federal Work-Study program is to provide students with valuable work experience, which they can learn from and take with them when they graduate. Your supervisor should treat you as they would all other employees. The only exception would be allowing you to do your homework during scheduled work hours when you do not have any tasks to perform, if that is acceptable for your specific Department/School.

Your supervisor has the responsibility to:

Set Expectations:

- Convey the need to work and behave according to Virginia Western Community College's core values.
- Demonstrate respect for these core values in their work and supervisory style.
- Develop a mutual understanding, with the employees they supervise, of job requirements and measures of performance.
- Work with their employees to adjust expectations as new challenges arise.

Empower the Employee:

- Provide tools to succeed.
- Work together to remove obstacles.
- Foster and encourage growth.
- Acknowledge contributions.

Get Results:

- Discuss progress in meeting expectations.
- Give ongoing feedback on performance.
- Promptly identify problems and jointly implement solutions.
- Make a point of clearly acknowledging success.

Be A Leader Who:

- Respects employees.
- Exhibits trust, honesty, and ethical behavior.
- Is approachable and available.
- Listens to employee concerns and suggestions.
- Communicates effectively.

Beginning Employment

Orientation

Recognizing that a FWS needs to be oriented to the college and Department/School policies and procedures, your supervisor will conduct a supervisor orientation on the first day of you working in a new Department/School. This Supervisor Orientation is designed to act as a supplement to the “New Hire Orientation – FWS” that you viewed in the FAO when completing your new hire paperwork.

Training

All supervisors are expected to properly train their employees. Adequate performance cannot be expected without proper training. You may receive written materials as resources for your training. During the training, your supervisor will explain the importance of the position, job expectations, responsibilities, and confidentiality as they pertain to the position. Since student positions may vary due to departmental needs, training will be an on-going process for both you and your supervisor.

Work Schedule

It is your supervisor’s responsibility to define a work schedule that fits with your class schedule, as well as with the Department/School’s needs. Under no circumstance should you be scheduled to work during class time, as this is against federal regulations. You are permitted to make up any missed time during the work week (Friday – Thursday) in which the time was missed. The time should be recorded on the timesheet for the day in which the missed time is actually worked. You should not be scheduled to work on a college holiday or college closing.

Privacy and Confidentiality

The files and records you may have access to during your employment as a Federal Work-Study employee may contain confidential information. If you will have access to sensitive information, including student or

employee records or data; access to financial data; will be handling money; or will have access to other sensitive IT system, then a Criminal Background Check is required to be conducted by the Human Resources Director before you may begin employment. If the position requires a Background Check to be performed, the hiring is conditional if the background check is not complete before you actually begin work.

All files and records you view during your employment should be handled with the utmost diligence and you should not discuss confidential information outside of the workplace. By accepting an employment position at Virginia Western Community College, you understand that by virtue of the position you may have access to records which may contain individually identifiable information. The disclosure of these records is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974. You acknowledge that you fully understand that the intentional disclosure of this information to any unauthorized person could subject you to criminal and civil penalties imposed by law. You also acknowledge that such willful or unauthorized disclosure also violates VWCC's policy and could constitute just cause for disciplinary action, including termination of your employment, regardless of whether criminal or civil penalties are imposed.

Payroll Procedures

Timesheets

You may access the FWS timesheet on the [Payroll](#) and/or [Human Resources](#) VWConnect intranet website. You are responsible for completing your timesheet on a bi-weekly basis. You should accurately record the in and out times worked for each day. Once completed, you should then forward your timesheet to your supervisor, who will validate and account for the hours worked. Timesheet falsification is recording and reporting time that you did not actually work. This is a crime. Any employee who falsifies hours worked on a timesheet will be referred to the appropriate campus authority for investigation and potential criminal prosecution. Serious consequences can be expected, including termination from the Federal Work-Study program, and possible dismissal from the College.

The supervisor will also:

- ◆ Ensure you did not work during scheduled class hours.
- ◆ Ensure the total hours worked (including all in and out times for each day) indicated on your timesheet reflect the actual hours worked (this may not always reflect your actual scheduled hours).
- ◆ Ensure you did not work more than an average of 12 hours per work week, nor overtime (more than 40 hours during a work week, Friday – Thursday).

The supervisor's signature certifies that all information on the timesheet is correct. Your timesheet(s) should be completed in Excel. Your FWS timesheet should be printed on white paper. Please ensure your EMPLID is accurately listed on the timesheet, and not your social security number. If your EMPLID is not known, please contact the Federal Work-Study Coordinator.

It is the supervisor's responsibility to personally submit your original, signed timesheet directly to the Federal Work-Study Coordinator in the Financial Aid Office (Chapman Hall) every other Friday by **NOON**. *If a timesheet is not received by the Financial Aid Office directly from the supervisor, or if a timesheet is not received in a timely manner, you could possibly not receive your paycheck(s) on time.* The Part-Time Pay Schedule can be found on the Payroll VWConnect intranet website or the Federal Work-Study Coordinator can provide you a copy of the current schedule.

Paychecks

FWS Students are paid on a bi-weekly basis and are encouraged to enroll in direct deposit or the Commonwealth of Virginia's EPPICard, as discussed when you completed your new hire paperwork with the FAO. If you elect not to enroll in either of these options, your paycheck will be available in the Financial Aid Office (Chapman 116) on the specified pay dates. Please be prepared to provide valid photo identification before your paycheck will be released to you.

Monitoring Earnings

The Financial Aid Office will assist with monitoring your FWS earnings to ensure you do not exceed the amount of your total Federal Work-Study award. If you become in danger of reaching your maximum limit, the Federal Work-Study Coordinator will notify you and your supervisor. The FWS Coordinator will let each party know how many hours you have remaining to work and any other information deemed necessary.

The average number of hours per work week that you should work during class time is twelve (12) hours. Your hours may be increased during exam and class/semester break times, but it is important that you do not work more than your total FWS award per semester. It is recommended that you are scheduled so you can continue to work for the entire assignment/semester.

Separation

Not Interested in Federal Work-Study

If you are not interested in the Federal Work-Study program and have been awarded funds but have not begun employment, you should contact the Financial Aid Office immediately for a cancellation of your award. This is important since it allows for the awarding of funds to other interested students.

No Longer Interested

Students may voluntarily resign from their position at any time. However, it is asked that you provide your Department/School with advance (at least two (2) weeks) notice, along with a resignation letter.

Termination by Supervisor

Supervisors may terminate students at any time for unsatisfactory job performance and/or insubordination. Reasons can include but are not limited to:

- ◆ Repeated failure to arrive at work on time, or failure to report to work as scheduled.
- ◆ Failure to complete assigned tasks.
- ◆ Disruption of the department.
- ◆ Violating confidentiality standards and/or disclosing any confidential information.

Termination by Financial Aid Office

The Financial Aid Office may terminate students at any time if they no longer meet the Federal Work-Study requirements.

Examples of changes in eligibility are:

- ◆ Failure to meet Satisfactory Academic Progress standards.
- ◆ Changes in enrollment status/cost of attendance.
- ◆ Additional aid was awarded making the student ineligible for the Federal Work-Study program.
- ◆ All necessary paperwork has not been completed.

Summer Work-Study

The Federal Work-Study program is available until the beginning of June if students are attending school at VWCC during the summer semester and meet all other requirements. If you wish to continue to work after mid-June, you must have the next academic year's FAFSA form on file with the Financial Aid Office, along with any other items that may have been requested. If this requirement is not met, you will not be permitted to continue working.

In order to complete the end of the fiscal year recordkeeping, Federal Work-Study employees are not permitted to work June 16th – June 30th of each year, unless special arrangements have been made with the Coordinator of Financial Aid and Veterans' Affairs.

Student Evaluations

Before the end of each assignment, the Work-Study Coordinator will forward to your supervisor's attention the "Employee Evaluation - FWS" form. This form will be utilized to assist with employee development efforts for you. This form may also be utilized to determine your ability to continue to participate in the FWS program.

Additional Information

Additional questions regarding the Federal Work-Study program can be directed to the Federal Work-Study Coordinator (857-6486) or the Coordinator of Financial Aid and Veterans' Affairs (857-7331).

We thank you for your interest in this program and hope that it is a rewarding experience for you!!