

## ***Work-Study Supervisor Guidelines***

These ***Work-Study Supervisor Guidelines*** provide you important information necessary to employ Work-Study students in the Umpqua Community College Work-Study Program. ***Please read them carefully,*** prior to submitting your job referral request. Please call the Work-Study office at 541-440-4621 if you need more information.

It is the policy of Umpqua Community College not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or marital status in admission and access to, or treatment or employment in its programs or activities as required by Title VI or the Civil Rights Act of 1964, Title IX of the Educational Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, the Americans with Disabilities Act of 1990, and their amendments and implementing regulations.

### **INTRODUCTION**

Federal Work-Study is a program which provides employment for students with financial needs. The Work-Study Program serves many purposes to benefit students, instructors, and the college in general.

#### ***GENERAL STUDENT ELIGIBILITY***

The following criteria must be met for a student to be eligible for the Federal Work-Study Program:

1. A student must be awarded financial aid through the Financial Aid Office;
2. A student must be enrolled for no less than six credits (half-time);
3. Students must maintain satisfactory academic progress;
4. Students must be a citizen or eligible non-citizen of the United States.

#### ***THE PURPOSE OF WORK-STUDY***

1. To develop jobs which give an opportunity to develop skills, creativity, and a sense of responsibility.
2. To provide students income to finance their college education.
3. To provide students an opportunity to gain on-the-job experience for future employment.

## **GENERAL INFORMATION**

**ELIGIBILITY** Students may participate in the Work-Study program only if they have applied and been determined eligible to receive it by the Financial Aid office.

**EARNINGS** Student workers may not earn more than the amount of the Work-Study award. The award may be increased or decreased for various reasons. When this occurs, the work schedule will be adjusted.

**AWARD PERIOD** The award period is from July first to June thirtieth each year. Students who will not be attending a following summer term may not work after the last day of spring term. Any unearned portion of an award may not be carried over from one award year to the next; however, in some cases, students may carry over term amounts within the academic year.

**CWE** Students may, in some instances, utilize a Work-Study assignment as Cooperative Work Experience. However, in no case may they be paid for receiving instruction in a classroom, lab, or other academic setting.

**HOW AM I PAID?** Students are paid on a per-hour-worked basis. The pay for positions is variable. Students are required to keep a time report which must be signed by the student worker and supervisor. Supervisors will submit it to the Work-Study Coordinator on designated dates bi-monthly (See Federal Work-Study Time Report). Wages are paid on the 15<sup>th</sup> of each month and the last regular campus working day of each month. (Example: Payment for hours worked between the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of the month, will be issued on the last campus working day of the month. Payment for hours worked between the sixteenth (16<sup>th</sup>) of the month and the last campus working day of the month will be issued on the fifteenth (15<sup>th</sup>) of the following month.)

Students may choose to have their checks mailed or deposited directly to a bank account. To have checks deposited directly to a bank account, please submit a cancelled check or statement from your bank. The account must be in the student's name. **Wages cannot be deposited to an account that does not belong to the wage earner (student).**

### **COLLEGE BREAKS**

Students may work vacation periods only if they plan to continue the following term. This is true if there is an unearned portion of the award and are given written authorization by the Work-Study Placement Office.

## **HOW STUDENTS GET A WORK-STUDY JOB**

**STEP I** Students must come to the financial aid office to determine eligibility. If eligible, students will review the jobs available and be able to discuss interests, skills and job responsibilities with the Work-Study Coordinator.

**STEP II** Students will contact the Work-Study Supervisor to set up an interview.

**STEP III** The Supervisor interviews the student, describing the work, working conditions and appropriate dress. Agreement on hours and duties must be reached before commencement of employment.

#### **STEP IV**

If employment is secured the supervisor will sign a Work-Study Authorization form. The student will return the authorization form, along with a completed I-9 and appropriate identification, a W-4, and a Work-Study Quiz to the Work-Study Coordinator. Some positions will also require a Work-Study Background Check Release. The Student Work-Study Guidelines must be read to complete the quiz. All necessary information may be accessed at <http://www.umpqua.edu/resources-and-services/academic/student-forms-and-publications>. Scroll down to Financial Aid - Work-Study and select the specific form(s).

#### **STEP V**

Students will be informed of the following:

- Hourly wages and the students need to stay within their allocated FWS earnings.
- Procedures for completing time reports; i.e. total hours each pay period, where they are to be submitted, and the dates they are due.
- The importance of good work ethics, i.e., being to work on time, greeting the public in a courteous, helpful manner, etc.

### ***THE FORMS REQUIRED TO MAKE IT WORK***

#### ***W-4***

Federal Income Tax will be withheld if “exempt” is not indicated on the W-4.

Social Security will not be deducted if the student is enrolled on a full-time basis.

#### ***I-9***

Federal regulations require all employees to prove American citizenship or legal non-citizenship. A list of acceptable documentation is on the back of the I-9.

#### ***CONTRACT***

The contract is an authorization of employment. It contains the amount of the student’s award, with a guide as to how many hours the student should work per week, per term, per award period, the rate of pay, and the date that work can begin. *Students may not begin working until all paperwork has been submitted to the Work-Study Placement Office and the contract has been signed.*

- Students are expected to stay within the hours outlined in the contract. If the supervisor allows the student to work more hours per week than outlined and the student uses all of their hours earlier in the term or year, the award cannot be increased.

#### ***TIME REPORT***

All time worked is to be recorded to the nearest quarter, half or full hour; i.e., .25, .50, .75

- All time reports must have the hours worked totaled and written legibly for each pay period. **Any revisions must be initialed by both student and supervisor.**
- Time reports are to be signed by the student and supervisor for final approval for payment. Time reports without the signatures or with errors will be returned to the Supervisor.
- All time reports are to be submitted to the Work-Study Placement office **by the Supervisor on or before the specified dates (as listed on all time reports).** **Supervisors who fail to submit Work-Study time Reports by the specified date**

**should be prepared to pay students from their Departmental budget or late time reports will be processed with the next payroll period.**

- All time reports submitted that show evidence of fraudulent or erroneous hours shall be reported to the Director of Financial Aid.
- There is no provision for overtime pay under the Federal Work-Study program.

## ***PERFORMANCE EVALUATION***

A periodic work performance evaluation of FWS students is recommended. This evaluation serves three primary purposes:

- To help students realize their strengths and weaknesses in a job.
- To provide factual information to be used as a future reference for employment after leaving Umpqua Community College.
- Provides the student experience for future job evaluations.

## ***REQUESTS FOR CHANGE OF WORK SITE***

Efforts are made to find work in a setting that compliments the student's major. When placed outside this setting, and if a student requests a change of work site, every effort will be made to accomplish this change if both supervisors agree.

## ***STUDENTS RIGHTS***

Students are covered under Workman's Compensation if injured on the job. Any such injury must be reported **IMMEDIATELY** to the supervisor and the UCC Payroll Clerk.

**NOTE:** Work-Study employees are not eligible for paid sick leave, vacation or holiday pay, overtime pay, medical expenses on non-job-related injuries, unemployment insurance, life insurance or other institutional benefits provided to regular, budgeted UCC employees.

- Students may list Work-Study employment as job experience on resumes and seek recommendations from past Work-Study supervisors when applying for future employment.
- Students may seek a transfer to a different Work-Study position by providing reasonable justification for doing so to the Work-Study Coordinator's office.
- Student workers are allowed a 15-minute, paid break for every four consecutive hours of work and a 30 minute, unpaid lunch break if working six continuous hours or more. Breaks shall be arranged between the student and the supervisor and should be taken during the middle of the work period whenever possible. Breaks may not be accumulated for early departure.