

Western Piedmont Community College Federal Work Study Handbook



2011-2012

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Introduction

This handbook has been prepared for the benefit of WPCCC Federal Work Study students and their supervisors. It is meant to set forth guidelines and to clarify the working relationship between the student and the supervisor.

Overview

Federal Work Study is a need-based, federally funded work program designed to help students meet the Cost of Education.

The WPCCC Financial Aid Office will make every effort to match a student, based on course of study, talents, and knowledge, with the supervisor's needs. WPCCC faculty and staff understand that FWS students are students first, and supervisors will work around a student's class schedule as much as the departmental needs allow.

Here are just a few benefits of being a FWS student at WPCCC:

- *Experience for your resume and with the interviewing process
- *Letters of recommendation from supervisors
- *Opportunity to explore different career interests
- *Exclusion of earnings from future financial aid calculation

Descriptions of FWS Positions

There are two categories of FWS positions at WPCCC. The first category, on-campus positions, involves such services as clerical support, faculty assistants, and maintenance workers. On-campus positions pay \$7.35 per hour. The second category, community service positions at mostly off-campus locations, include reading tutors at local elementary schools through the America Reads Program, tax preparation assistance through the WPCCC VITA program, and assistance at other community service centers in the area as needed. These community service jobs pay \$8.35 per hour. Reading Tutors are required to have a criminal background check completed by the Burke County Public School System before they begin work at a local elementary school.

Eligibility

Work study students must be eligible for financial aid! Students are awarded work study in addition to, or in lieu of, other financial aid programs by the

Financial Aid Office based on the Free Application for Federal Student Aid (FAFSA). A student's financial aid file must be complete in order to be considered for work study. Due to limited availability of positions, it is suggested that students interested in the work study program complete their FAFSA as early as possible. Eligibility must be met each academic year independently, so students must apply each year.

Students must also meet all other requirements for financial aid, including:

- *Enrollment in an eligible degree, certificate, or diploma program
- *Not in default on a student loan or owing a refund on previous financial aid received
- *Maintaining satisfactory academic progress. A copy of these standards is available in the Financial Aid Office

Getting Started as a FWS Student

In order to be considered for employment, students must complete a FWS Application, which is available in the rack outside the Financial Aid Office and online at www.wpcc.edu. If a student meets all eligibility requirements, their application will be sent to a supervisor with a referral form for an interview. If the student and supervisor decide that they are a good match for the position, the supervisor will complete the referral form, and the student will need to return to the Financial Aid Office to complete the following documents:

- *FWS Contract
- *Confidentiality Agreement
- *US Dept. of Justice I-9 form
- *Employee Withholding Allowance Certificate (NC-4 & W-4)
- *You will also need to provide WPCC with a copy of your driver's license and your social security card

Payroll Procedures

To ensure that you will be paid accurately and on time, please follow these guidelines. A sample time report is included at the end of this handbook.

- *Fill out your time report completely, legibly, and in pen. (NO PENCIL)
- *Make sure you and your supervisor sign your time report.
- *You will be paid only for time worked. Report all time worked to the nearest $\frac{1}{4}$ hour. For example: 8:10 (report 8:15) 8:05 (report 8:00).
If you take a lunch break, please note this on your time report.
- *Initial any corrections on your time report.

- *Work study supervisors are responsible for turning in timesheets to the Business Office, so be sure that you give them plenty of time to turn it in before the payroll deadline. If a timesheet is submitted after the deadline, it will be processed with the next month's pay period time reports.
- *If you are a reading tutor at a local elementary school, your supervisor must put the original timesheet in the mail ATTENTION to Carla Branch in the Business Office before the payroll due date.
- *Make a copy of your time report for your records before submitting it to your supervisor. It is *your* responsibility to make sure you have not exceeded the total amount of your contract and that you are working within your start and end dates.
- *Time reports are due in to the Business Office by noon on the date listed on the payroll calendar below.
- *Payday is the last working day of the month, unless otherwise stated in the college calendar. All students who do not opt to have their checks deposited into their bank account via direct deposit will have their checks automatically mailed on the scheduled pay day.

TIME SHEET PAY PERIOD / DUE DATES

Month	Pay Period	Time Sheet Due Date	Pay Day
July 2011	July 1 - July 31	August 5th 2011	August 31st 2011
August 2011	August 1 - August 31	September 6th 2011	September 30th 2011
September 2011	Sept 1 - Sept 31	October 5th 2011	October 31st 2011
October 2011	October 1 - October 31	November 4th 2011	November 30th 2011
November 2011	Nov 1 - Nov 30	December 5th 2011	December to be determined by the Office of State Controller
December 2011	Dec 1 - Dec 31	January 5th 2012	January 31st 2012
January 2012	January 1 - January 31	February 6th 2012	February 29th 2012
February 2012	February 1 - February 29	March 5th 2012	March 30th 2012
March 2012	March 1 - March 31	April 5th 2012	April 30th 2012
April 2012	April 1 - April 30	May 4th 2012	May 31st 2012
May 2012	May 1 - May 31	June 5th 2012	June 29th 2012
June 2012	June 1 - June 30	July 5th 2012	July 31st 2012

Responsibilities of Work Study Supervisors

- *Before allowing a student to work, make sure the student is authorized to work by having a current contract. (A copy of the contract will be sent to you)
- *Set up a schedule that does not interfere with the student's class schedule, and make reasonable allowances for unforeseen scheduling problems due to class work.
- *Since work study students could be granted access to personally identifiable information in the educational records of other students, work study students must receive instruction that they cannot discuss confidential information with anyone except you (the supervisor).
- *Fully explain all duties associated with the position and provide training if necessary. Make sure all duties assigned fall within the job description.
- *Inform FWS students of all special safety considerations pertaining to their work environment.
- *Monitor the number of hours your student works to ensure that they are working within the terms of their contract.
- *Assist students with completing time reports. You will be responsible for turning the timesheet in to the Business Office by the deadline each month.
- *Provide a 15 minute break for every three hours worked.
- *If a student fails to complete assigned duties in a satisfactory manner, to show up at assigned times, or to conduct themselves in a responsible manner, it is your responsibility to counsel the student.

Responsibilities of FWS Students:

- *Complete a work schedule with your supervisor at the beginning of each semester.
- *You are not allowed to work over the maximum allowed hours per week as listed on your contract.
- *You should report for work as scheduled and on time. Your supervisor will be depending on you to work the hours that you are scheduled to work.

- *Personally contact your supervisor if you will be absent due to illness or for any other reason.
- *Act in a professional manner concerning confidentiality of student and college records that you may have access to as part of your job assignments.
- *Follow procedures and meet expectations set by your supervisor.
- *You are expected to dress and act appropriately. Remember, you represent WPCC in a professional setting.
- *TIME SPENT AT WORK SHOULD BE PRODUCTIVE TO THE DEPARTMENT, NOT USED FOR PERSONAL STUDY TIME.
- *Discuss any work-related problems you experience (schedule, job expectations, conflicts, etc.) with your supervisor.
- *Keep records of your total earnings, and make sure that you do not exceed your total award per semester as listed on your contract.
- *If you decide to quit your FWS job, you are required to give a notice to your supervisor and the Financial Aid Office. The Financial Aid Office is under no obligation to locate another position for you if you quit your job.

WPCC Specific Policies

Supervisors and FWS students must comply with the following policies as established by the WPCC Financial Aid Office:

- *A FWS supervisor is responsible for turning in timesheets to the Business Office (not the student).
- *A FWS student may work during the summer semester if they are enrolled in at least one class and have remaining financial need, if work is available, and if sufficient FWS funds exist.
- *A student is not permitted to receive overtime pay.
- *A student is permitted to work only between the dates listed on the FWS Contract.
- *A student must be paid only for hours actually worked.
- *A student is not permitted to work in more than one department at one time.
- *A FWS student is not permitted to work in the same department with a spouse.

*Other students or friends are not permitted to congregate with FWS students at work.

How to Request a FWS student

- *Obtain a FWS Request Form from the Financial Aid Office. A request form must be completed for each academic year, even if you have a returning FWS student.
- *Complete and return the request form to the Financial Aid Office. If this is your first time requesting a FWS student, you will need a signature from your division dean.
- *If you would like priority consideration given to a returning FWS student, or other student, please indicate your choices on the request form.
- *Possible FWS students for your position will be referred to you for an interview. It is up to you and the student to determine if it will be a workable situation.

Grounds for Termination

A FWS student may be removed from a FWS position when one of the following occurs:

- *Student is not fulfilling requirements of the position (hours, duties, or attendance)
- *There is not demand for the particular service.
- *The FWS student receives funds that cause them to no longer be financially eligible.

Repercussions

Should there be a problem with a FWS student's performance or attendance; following is the procedure for the supervisor to follow:

- Step 1 - Student will receive a verbal warning to inform the student they have demonstrated a standard of behavior that is unacceptable.
- Step 2 - If after a second warning the student's behavior does not change, the FWS supervisor has the right to terminate the student's employment.

