

Western Piedmont Community College Federal Work Study Handbook



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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 \$8.00 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 \$9.00 per hour. Some community service work study positions require criminal background checks. For example: 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.

Students will apply to specific work study positions on campus using College Central Network, <http://www.collegecentral.com/wpcc/>. To apply for a work study position the student must complete a paper work study application in addition to submitting a cover letter and resume electronically through College Central Network to the position they are interested in.

If a student meets all eligibility requirements, their application, cover letter and resume will be sent to the position 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 Department of Homeland Security I-9 form
- * Employee Withholding Allowance Certificate (NC-4 & W-4)

- * Certification of Employee Status (ESRR form)
- * Drug-Free Workplace Acknowledgement
- * You will need to provide WPCC with documents to establish both identity and employment authorization. A complete list of acceptable documents is available in the Financial Aid Office or on the back of the US Dept. of Justice I-9 form. (Acceptable documents include but are not limited to your driver's license and social security card.)

Once all required documents are received WPCC uses the US Department of Homeland Security's E-Verify System to ensure the student is authorized to work in the United States.

Payroll Procedures

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

- * Fill out your time sheet completely, legibly, and in pen. (NO PENCIL)
- * The pay period is one calendar month. DO NOT record multiple months on one time sheet.
- * Make sure you and your supervisor sign your time sheet.
- * You will be paid only for time worked. Report all time worked as the exact time worked. If you take a lunch break, please note this on your time sheet. When totaling your hours round to the nearest quarter hour (ie. 8:05am to 9:00am = 1 hour worked or 8:10am to 9:00am = .75 hour worked).
- * Initial any corrections on your time sheet.
- * Work study supervisors are responsible for turning in time sheets to the Financial Aid Office, so be sure that you give them plenty of time to turn it in before the payroll deadline. If a time sheet is submitted after the deadline, it will be processed with the next month's pay period time sheets.
- * If you are a reading tutor at a local elementary school, your supervisor must put the original time sheet in the mail ATTENTION to Work Study Coordinator at WPCC Financial Aid Office, 1001 Burkemont Avenue, Morganton, NC 28655 before the payroll due date.
- * Make a copy of your time sheet 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 sheets are due in to the Financial Aid Office by close of business on the last working day of each month.
- *Payday is the last working day of the month, unless otherwise stated in the college calendar.
- *Student may receive their paychecks by direct deposit. To sign up for direct deposit work study students must complete direct deposit paper work. Direct deposit paper work can be completed by appointment in the Human Resources Office, located in Moore Hall. To set up an appointment for direct deposit paper work with Human Resources please contact either:

Anita Berry: 828-448-3127

Lisa Sessions: 828-448-3126

- *All students who do not opt to have their checks direct deposited into their bank will have their checks mailed from the Business Office on the scheduled pay day.

2019-2020 Pay Period / Due Dates

TIME SHEET PAY PERIOD / DUE DATES			
Month	Pay Period	Time Sheet Due Date	Pay Day
July 2019	July 1 - July 31	July 31 st 2019	August 30 th 2019
August 2019	August 1 - August 31	August 30 th 2019	September 30 th 2019
September 2019	Sept 1 - Sept 31	September 30 th 2019	October 31 st 2019
October 2019	October 1 - October 31	October 31 st 2019	November 29 th 2019
November 2019	Nov 1 - Nov 30	November 29 th 2019	December to be determined by the Office of State Controller
December 2019	Dec 1 - Dec 31	December 20 th 2019	January 31 st 2020
January 2020	January 1 - January 31	January 31 st 2020	February 28 th 2020
February 2020	February 1 - February 28	February 28 th 2020	March 31 st 2020
March 2020	March 1 - March 31	March 31 st 2020	April 30 th 2020
April 2020	April 1 - April 30	April 30 th 2020	May 29 th 2020
May 2020	May 1 - May 31	May 29 th 2020	June 30 th 2020
June 2020	June 1 - June 30	June 30 th 2020	July 31 st 2020

2020-2021 Pay Period / Due Dates

TIME SHEET PAY PERIOD / DUE DATES			
Month	Pay Period	Time Sheet Due Date	Pay Day
July 2020	July 1 - July 31	July 31 st 2020	August 31 st 2020
August 2020	August 1 - August 31	August 31 st 2020	September 30 th 2020
September 2020	Sept 1 - Sept 31	September 30 th 2020	October 30 th 2020
October 2020	October 1 - October 31	October 30 th 2020	November 30 th 2020
November 2020	Nov 1 - Nov 30	November 30 th 2020	December Pay Day to be determined by the Office of State Controller
December 2020	Dec 1 - Dec 31	TBD	January 29 th 2021
January 2021	January 1 - January 31	January 29 th 2021	February 26 th 2021
February 2021	February 1 - February 28	February 26 th 2021	March 31 st 2021
March 2021	March 1 - March 31	March 31 st 2021	April 30 th 2021
April 2021	April 1 - April 30	April 30 th 2021	May 31 st 2021
May 2021	May 1 - May 31	May 31 st 2021	June 30 th 2021
June 2021	June 1 - June 30	June 30 th 2021	July 30 th 2021

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 sheets. You, the supervisor, will be responsible for turning the time sheet in to the Financial Aid Office by close of business on the last working day of 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. If you determine termination is necessary, it is your responsibility to submit a Termination / Transfer Form to the Financial Aid Office.

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 WPCCC in a professional setting.
- *Time spent on work-study should be productive to the department.
- *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.
- *Regardless of your contract end date, if you do not intend to register for the next semester or are graduating, your last day of classes will end your work study contract.
- *If you decide to quit your FWS job, you are required to give a notice to your supervisor and submit a Termination / Transfer Form to the Financial Aid Office. The Financial Aid Office is under no obligation to locate another position for you if you quit your job.

WPCCC Specific Policies

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

- *A FWS supervisor is responsible for turning in time sheets to the Financial Aid 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. Work study employees are not eligible for paid lunch hours, vacations, sick leave, or holiday 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. During a four-consecutive-hour work period, work study employees are entitled to one 15-minute break.
- *A student is not permitted to work in more than one department at one time.
- * Work study employees are covered by Workmen's Compensation Insurance, but not by Unemployment Insurance. All work-related injuries should immediately be reported to Western Piedmont Community College Business Office. The student's supervisor should also notify the Work Study Coordinator.
- *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. 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.

Employment Termination

Voluntary Termination

- * If student decides to quit a job, he/she should give at least two-week advance notice to the supervisor so that a replacement may be found. Student employees may voluntarily terminate their jobs at their own discretion.

Involuntary Termination

* Supervisors may terminate a student for a number of reasons. Federal Work Study student employees may be terminated from their positions by the Supervisor for inability or unwillingness to comply with the requirements of the position. Some examples of violations that will result in termination with or without warning include, but are not limited to:

Termination with Warning:

- Frequent tardiness
- Repeated unexcused absences
- Scheduling conflicts
- Discontinuation of the job

Termination without Warning:

- Time Sheet falsification
- Theft
- Destruction of College property
- Use of drugs or alcohol during or immediately prior to the work shift
- Violation of College policies
- Violation of Confidentiality Agreement
- Student receives funds that cause them to no longer be financially eligible.
- Student is no longer making Satisfactory Academic Progress.
- Federal Work Study earning maximum met.
- Funds for the FWS program are depleted

Dismissal Guidelines and Repercussions

Supervisors may terminate a student's employment for any reasons listed above. If a supervisor is not satisfied with a student's performance and student's actions or behaviors do not require immediate termination, the following steps should be taken:

Step 1 - Discuss problem with the student. This discussion will be considered a verbal warning and should inform student that they have demonstrated a standard of behavior that is unacceptable.

Step 2 - If the problem continues, provide the student with a written warning. Write the student a letter/email describing the problem,

the previously held discussion(s), and a statement of consequences if the behavior is not corrected. (A copy of this letter/email should be forwarded to the Work Study Coordinator.)

Step 3 - If there is no correction of the behavior, the student's employment should be terminated. The supervisor should notify the student and should complete both a Termination / Transfer Form, being sure to state the reasons that the employee was terminated.

If termination is necessary, the supervisor must submit a signed Termination / Transfer Form to the Financial Aid Office indicating the reason for termination. If possible once you, the supervisor have completed the Termination / Transfer Form, review with the work study student who is being terminated and have them sign. Form must be completely filled out; however the student's signature is not required but preferred.

Please note, problems such as dishonesty, theft, and violations of confidentiality call for immediate dismissal. Supervisors should contact the Work-Study Coordinator as soon as possible in such instances.

If a Work Study student feels he/she has been unjustly terminated, he/she may notify the Financial Aid Office.

