

# COLLEGE WORK-STUDY PROGRAM GUIDE

Federal College Work-study (CWS) Program is part of campus-based federal financial aid. CWS provides part-time employment for students who demonstrate financial “need”, according to the Free Application for Federal Student Aid (FAFSA). Funding for the CWS programs is limited and positions are filled on a first-come, first-serve basis.

## **Eligibility Requirements:**

- Completed Free Application for Federal Student Aid (FAFSA) for the year for which you are applying for the CWS program.
- Demonstrate financial need, determined by the FAFSA.
- Not be in default on a federal student loan or owe a refund on any federal grant monies.
- Be a degree seeking student
- Enrolled at least six credit hours (half-time)
- Be making Satisfactory Academic Progress

If you are interested in a work-study position, please stop by the Financial Aid Office to see if you qualify. Eligibility is determined by the FAFSA results.

## **Types of CWS Jobs:**

State Tech has several areas in which students can work. Some of the areas that employ CWS students are the Academic Resource Center, Activity Center, Cafeteria, Library, Maintenance, as well as other offices. You will have the option of picking the area that works best for you and your schedule. Some areas have specific physical requirements of the job.

## **Paperwork That Must Be Completed:**

Once the Financial Aid Office has determined you are eligible and you have decided on an area that interests you additional information is required. You will need to get a Job Agreement form from the Financial Aid Office. Some areas require supervisor approval. If that is the case, you will need to take the Job Agreement Form to the supervisor and have them sign off on the form. You must bring the Job Agreement Form back to the Financial Aid Office. You and a Financial Aid Officer will need to sign off on the form. You will then be given an award offer to sign stating that you are agreeing to accept CWS as part of your Financial Aid Package. Once this is completed you will need to see Payroll/Personnel Clerk to complete the payroll paperwork. You will need to complete payroll forms, such as the W-4 form with HR. You will also need 2 forms of identification for payroll. Some of the most common types of identification are Social Security Card or Birth Certificate. You will also need picture identification such as a driver’s license or passport. You will then be directed to complete on-line FERPA and Workplace Harassment trainings. After all of these steps are completed, you will be approved to begin working.

## **Wages and Hours:**

While each student’s schedule and eligibility will be different, the maximum amount of hours students can work is 10 hours per week. Exceptions to the 10 hour per week rule may be made on a case by case basis for special events on-campus such as SkillsUSA. Any exceptions must be cleared with Financial Aid prior to you working. Exceptions to the rule may limit your hours for the rest of the semester or the following semester. Your work schedule is determined between you and your supervisor. Please remember that it is your primary responsibility to be a student first and an employee second. Students will be paid for all hours worked. Pay rate is minimum wage. Students will be paid by paper check or direct deposit. Pay day is the 7<sup>th</sup> of each month. If the 7<sup>th</sup> is on a weekend or holiday, the pay day will

# COLLEGE WORK-STUDY PROGRAM GUIDE

be on the week day preceding the weekend or holiday break. If checks are not picked up prior to the summer break the check will be mailed to the address on file. For winter break, if you would prefer the check to be mailed, please see the Cashier. You will need to fill out a timesheet for each pay period and have it to payroll by 9:00 a.m. the business day following the pay period end date. You and your supervisor will have to sign off on all timesheets. Supervisors should have a copy of the timesheet and pay schedule. If you need additional copies you can see payroll or the Financial Aid Office.

## **Work Schedule and Attendance:**

You are expected to report to work on time, just like any job. If you cannot make it work, you must contact your supervisor as soon as you can. If you are going to be late, please let your supervisor know as soon as possible so arrangements can be made. If you are sick or an emergency arises notify your supervisor immediately.

## **Transferring to Another Position:**

If conflicts arise, such as scheduling you may transfer to another area that may be able to accommodate you. Please try to work out these conflicts with your current supervisor first. Since there are always more students than jobs, we may not have another area for you to transfer to. If you cannot solve the conflicts in your current position, please let your supervisor know as soon as possible and you should give a two week notice. Then see Financial Aid to see if there is another area that would work for you.

## **General Expectations:**

The following are general expectations; however, your supervisor may have additional expectations. Also remember that even though this is part of your Financial Aid package, it is also a regular job. Your supervisor could make a recommendation for your future employment opportunities. You are expected to maintain a level of professionalism which reflects well on you, your supervisor, and State Tech.

- Make sure you use common sense. If you have questions or concerns, please speak with your supervisor or Financial Aid.
- You should not be working on course work or using State Tech resources for personal use.
- Computers- Some areas may allow work studies to use computers for personal use when possible. This is a privilege and will be taken away if you do not follow the acceptable use policy. The work that you are to be completing comes before any personal use of computers.
- Dress- You should be presentable. Tattered clothing/accessories or those with holes and clothing with offensive messages is not acceptable. Supervisors may add to the unacceptable clothing for their area. Some may require specific clothing such as an State Tech shirt.
- Professionalism- It is important that we remain professional at all times. Even though you may be excited to share what party you went to last night with you friend, it may not be appropriate conversation in your work area. Please make sure your conversations are appropriate for your area.
- Personal Calls and Texting- Each supervisor may have different views on personal use of your cell phone while working. Personal calls and texting is discouraged as we are striving to create a professional atmosphere.
- Friends- Your friends are not allowed to “hang out” with you while you are working.

# COLLEGE WORK-STUDY PROGRAM GUIDE

- Child Care- This is a real job, so you are expected to have appropriate child care set up. If you are unable to secure child care, please let your supervisor know as soon as possible that you will be unable to work. This is for the safety of your children.

## **Ethical Conduct:**

All employees of State Tech, including CWS students, are expected to follow all State Tech rules and regulations as well as all state, local, and federal laws. Employees are expected to act in an ethical manner. This includes State Tech's non-discrimination policy, FERPA, HIPAA Privacy Rule, ADA, and the Federal Civil Rights Acts. You should immediately report any unlawful or unethical conduct to your supervisor or to Human Resources. You must comply with all confidentiality laws. Confidentiality of situations and interactions must always be respected. If you are unsure of what is considered confidential, please check with your supervisor. Maintaining high ethical standards is important to State Tech. If you are found to have participated in unethical or unlawful conduct, you may be subject to criminal and civil penalties and penalties sanctioned by State Tech, which could include dismissal from the college.

## **Consequences:**

If any problems occur or if the guidelines are not followed the following actions will be taken. Actions may not be followed in order if the offense is severe.

Action 1. You will receive a verbal warning. This is to inform you of the violation of guidelines or ethics which is unacceptable. Documentation of the warning will be sent to the Financial Aid Office and copied to Human Resources by your supervisor.

Action 2. Should another incident occur, you will be given a written warning. This will indicate that you have not complied with the resolution of the problem. A written warning indicates that you are in danger of being suspended or terminated. A copy of this warning will be sent to the Financial Aid Office and copied to Human Resources by your supervisor.

Action 3. You have now been warned twice that your behavior is unacceptable. You will now be placed on probation for two weeks. This is the final warning. If you do not correct the problem during this period you will be asked to leave your job. A copy of this warning will be sent to the Financial Aid Office and copied to Human Resources by your supervisor.

Action 4. If the problem occurs the fourth time you will be terminated from your position. This will be documented and sent to the Financial Aid Office and copied to Human Resources by your supervisor.

**Note-** Serious violations of unlawful or unethical behavior will be dealt with swiftly and severally and can include criminal and civil charges as well as sanctions determined by the college, which can include suspension or expulsion. There is a no tolerance policy for unethical behavior and you will be removed from the CWS program.

State Tech is an equal opportunity employer. Race, color, religion, age, gender, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.