



Federal Work-Study

Supervisor's Handbook

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DESCRIPTION OF FEDERAL WORK-STUDY

Federal Work-Study (FWS) is a campus-based financial aid program, funded through the Department of Education. Like other grants, FWS is determined by a student's unmet need versus the cost of attendance. The award is determined by school year, and evaluated regularly, meaning a student may be awarded Fall, Spring, and/or Summer, based on eligibility for each term. FWS allows students to earn money toward their education through work on campus, or with an eligible off-campus organization (typically non-profit). Student participation in the program is dictated by various Federal and State Center Community College District (S CCCD) policies.

The goal of the FWS program is to provide students the opportunity to gain valuable work experience in an environment where education remains the primary focus. The program also provides campus and non-profit community organizations with capable and eager FWS student aides at no cost to the employer.

Because FWS is earned through hours worked, the student may not earn the entirety of the awarded amount. Awarding is based on the need, which is determined by the cost of attendance, the student's other awards, and the student's FAFSA determination. Award amounts are subject to change, depending on awards that the student accepts throughout the year. If the student is near award exhaustion, a request to the FWS coordinator may be submitted for an award increase; because of eligibility requirements, not all requests will be satisfied.

Student eligibility will be checked periodically, which will include units, Satisfactory Academic Progress, file completion, and need.

Student FWS earnings are not to exceed the FWS award in any term that the student will be working. This may mean that a student will need to stop working, or they will need to be transferred to another budget before the end of the term. If the student has adequate need, and meets all other eligibility requirements, the student may resume working in the following term. *Note: if a student is expected to work across fiscal years, a new Student Aide Request and Federal Work-Study Placement Form will be required (more on this later).

FWS COORDINATOR

FWS Coordinator is Aaron Acevedo, Financial Aid Specialist. Aaron can be reached by email at aaron.acevedo@fresnocitycollege.edu or by phone at ext. 8065.

AWARDING

Initial awarding of students is performed prior to the beginning of the fall semester, typically during the summer months. Because the awarding is done very early for initial awards, the FWS coordinator will have limited information regarding the student's eligibility for the upcoming terms. Initial awarding is based on student interest, enrollment, need, and projected awards; all of the listed indicators are subject to change, and may impact whether the student can accept an FWS position with your department.

ELIGIBILITY

Participation in the FWS program is dependent upon meeting listed federal financial aid eligibility requirements, and SCCC standards, as listed below:

1. A student must demonstrate financial need, as determined by the Financial Aid Office
2. Submit a Free Application for Federal Student Aid (FAFSA)
3. Indicate that they are interested in FWS on the FAFSA
4. Complete their financial aid file with the Fresno City College, Financial Aid Office (FAO)
5. Meet the Satisfactory Academic Progress (SAP) guidelines:
 - a. A student is eligible to federal funding for attempted units, up to 150% of the required units for the selected program/major
 - b. The student must complete 67% of attempted units
 - c. The student must maintain a 2.0 cumulative GPA
1. Details regarding the SAP policy can be found at the following link:
<https://www.fresnocitycollege.edu/admissions-aid/financial-aid-office/apply-for-financial-aid/satisfactory-academic-progress.html>
6. Be enrolled in, and maintain at least 6 units for the primary semester(s)
 - a. If a student only has short term classes that begin later in the term, we must wait until the classes begin to verify enrollment.

FISCAL YEAR AND TERM LIMITATIONS

Awards are determined by using both the fiscal year (July 1, 20XX through June 30, 20XX), and term awarding limits (summer, fall, and spring term dates and progress). A student's award amount and eligibility may differ from one term to the next. The award amount will be listed on the FWS Placement Form for review and planning purposes but is subject to change.

STUDENT AIDE REGULATIONS (AR 7270)

To qualify for the FWS program, a student:

- Must be able to demonstrate financial aid need in accordance with applicable federal regulations;
- Must be enrolled in and maintain a minimum enrollment status while employed (6 units per semester for fall and spring semesters; 3 units for summer session unless enrolled in 6 units in the prior semester), or must meet other enrollment criteria as determined by the college Financial Aid Office.
- Cannot be simultaneously employed under the DWS program unless authorized by the financial aid administrator and student employee's supervisor;
- Cannot be simultaneously employed under the classified service of the District;

- Must comply with the Satisfactory Academic Progress (SAP) policy.
- Must maintain a minimum 2.0 ("C") grade point average and make progress toward his/her educational goal.

Students in the CalWORKs program at one of the colleges in SCCC must meet CalWORKs eligibility criteria as well as criteria listed above for the DWS or FWS program(s).

Students cannot work (in any combination of student employment programs) more than 19 hours per week during the fall and spring semesters and cannot work more than 975 hours total in any fiscal year. Students in the CalWORKs program cannot work more than 20 hours per week during the fall and spring semesters and cannot work more than 975 hours total in any fiscal year.

Implementation of this regulation shall conform to the Equal Employment Standards and shall not result in the displacement of classified personnel nor impair existing contracts for service.

***During periods of non-enrollment (spring and winter break) and during summer sessions, students paid 100% through FWS may work up to 40 hours per week, not to exceed 8 hours per day. Be aware that increasing hours will also increase the rate at which the student will exhaust their award. Students are not to exceed 975 hours total during the fiscal year.

BUDGET AND AWARD MONITORING

It is both the supervisor and student responsibility to monitor hours worked, and the FWS award usage. All hours worked during a period of ineligibility will need to be paid from the department's budget. The student and supervisor should check with each other regularly to ensure that the student is maintaining eligibility (SAP, 6+ units, file completion, etc.). The FWS coordinator will send monthly updates to both the student and the supervisor regarding wages earned for the previous month, but the reports are often delayed due to payroll processing (including expenditures); the most accurate records will be the ones maintained by the department, and the student.

JOB POSTINGS

Prior to the beginning of the fiscal year, the Financial Aid Office and FWS Coordinator will make Student Aide Request forms available to the departments for completion via Adobe Web Forms. The SA Request forms will be used to create job postings for the students to review. The postings for FWS positions will be created and maintained by the Financial Aid Office, making it very important that departments communicate any changes that occur during the fiscal year, or while the postings are available. While a student will not need to have been awarded FWS to apply, the department may not have access to the application unless the student has been deemed eligible; the filtering of the applicants happens through eligibility checks performed by the Financial Aid Office. Students may apply for multiple positions but may only accept one; this means that a student in your applicant pool may not be eligible for employment by the time you decide to interview them.

STUDENT AIDE REQUESTS

Typically, the Financial Aid Office will author a mail-all for departments to submit their FWS Student Aide Requests for the upcoming award year in the month of May. The FA Request Form will need to be signed by the Dean/Director of the area and approved by the FWS Coordinator. Instructions are provided with the form, and online in the FWS section of the Financial Aid website. The SA Request Form will be available on the website throughout the award year for student aide needs that may arise throughout the terms. You may contact the Federal Work-Study Coordinator with any questions or concerns.

HIRING PROCESS FOR FWS STUDENT AIDES

Students interested in a Federal Work-Study position that come into the Financial Aid Office will be directed to apply through the jobspeaker platform and/or will be added to the FWS waitlist. The waitlist is checked monthly. Students reviewed through the waitlist process will be notified whether they are eligible for FWS via their student email address. Students that apply through jobspeaker will receive a notification that their application was accepted or rejected; rejected applicants will receive a small note to their email indicating the reason for their denial, but are welcome to contact the Financial Aid Office for more details.

INTERVIEWING

Employers that have already established their jobspeaker presence, and have a student apply through the platform, will receive a notification that an applicant is ready for review. At that time, the employer may reach out to the student to set up an interview, as the employer sees fit. If the employer would like to move forward with the applicant, please notify the FWS Coordinator so the Placement Form can be completed. If the employer interviews prior to, or in lieu of the jobspeaker application process, simply reach out to the FWS Coordinator with the student's ID number so that the eligibility can be confirmed; if eligible, the placement process may begin.

JOB OFFER

Students that are interviewed and selected to work with your office/department without using the jobspeaker platform should be reviewed by the FWS Coordinator prior to the job offer. Many students are great candidates, but do not meet all of the eligibility requirements for FWS employment. Students that have gone through the jobspeaker platform will likely be eligible at the time of job offer, but things can change from the time of the interview. At the point of the job offer, contact the FWS Coordinator regarding the student that you would like to make the offer to for another eligibility check, verifying the student can still accept the award and position.

PLACEMENT AUTHORIZATION FORM

The Placement Authorization Form, or Placement Form, acts as a contract, a placement authorization, and a budget change request (for students moving from another budget to the FWS budget). The form is completed through the Adobe Sign platform, which allows for all parties to maintain a copy of the original placement. The standard process is for the immediate supervisor to sign the form first, then the student, and finally the Dean/Director. Once all signatures have been gathered, the Placement Form will be submitted to Administrative Services for processing. Administrative Services will take over the hiring process from that point forward.

The award listed on the Placement Form will be the total award available at the time of issuance. If a student is eligible for CalWORKs Work-Study and FWS concurrently, the split will not be reflected on the placement form. This is more of a concern for the budget handling, but worth being aware of when monthly earnings reports are provided. **Note:** off-campus employers will not have students split with FWS and CalWORKs.

Placement forms will also be used to increase wages, or if a student will be switching positions, and/or if they elect to change departments. There is a section on the placement form which will indicate an estimated remaining award, in the event of a position/department change, or wage increase.

Placement forms are only valid during the fiscal year indicated on the form. A 2023-2024 Placement Forms is only valid 07/01/2023 through 06/30/2024; it should not be assumed that a student may begin, or continue to earn FWS dollars before, or after those dates. If a student will continue employment the following year, the supervisor should work with the FWS Coordinator to determine eligibility and authorize the placement for the upcoming year.

ADMINISTRATIVE SERVICES

As stated previously, all completed Placement Forms will be sent over to Administrative Services for processing. New student aides, those that have not worked with SCCCD for more than a year, will need to go through an OnBoarding process. The Admin Services representative will reach out to the student via the email address listed on the Placement Form with instructions to complete the process; this usually includes verification of their eligibility to work in the United States, a TB screening, completing some tax documents, and a few introductory items for working with SCCCD. The process can be fast, it can be slow, or the hiring can halt during this phase; it is entirely up to the student and their ability to complete what is being asked of them. If the process stalls, try reaching out to the student and verifying where they are in the OnBoarding process; if the student has any issues, please have them reach out to Admin Services to see what can be done to resolve the barrier.

START DATE

It is very important that the student does not begin working until an official start date has been provided by Admin Services. In most cases, Admin Services will provide both the student and the supervisor the Authorization to Begin Work, which will include the official start date, and the official starting pay rate. **Note:** Authorization to Begin Work does not supersede the fiscal barrier; a student authorized to begin work 05/30/23 would not be eligible to continue work 07/01/23 unless they have a valid Placement Authorization Form for the 2023-2024 award year.

PAY RATE INCREASES

Students may be offered pay rate increases at any time during the academic year in accordance with the SCCCD Classification and Pay Wage Guidelines unless the pay rate increase freezes. Increases may be offered at the discretion of the supervising department based on but not limited to the following criteria:

- Promotion to higher level with increased job duties
- Skills gained from prior experience
- Positive performance evaluation for prior term of employment
- Length of employment 1 year in the same department
- Earned a certain number of units for pay increase

Pay rates should be increased based on merit, not solely to exhaust the balance of the FWS awards. To increase the pay rate, supervisors must contact the FWS Coordinator by email to request a new placement authorization form, which will be submitted to Administrative Services upon completion.

WORKSITE REQUIREMENTS

An FWS student hired by a supervisor for a specific job and/or worksite shall not be shared between supervisors at different worksites, or departments. The FWS student must be working for the supervisor who signs his/her FWS Placement Authorization Form and provides immediate supervision while student is at work. When the student's supervisor is not available, an alternate should be designated, and the students should know, always, to whom they are reporting, and who is supervising their work. Allowing students to "just be there" and approving their timesheets will only hurt the student and undermine the purpose of the FWS program. The immediate supervisor and dean/director are held accountable for all hours earned by the FWS student.

An FWS student hired within a particular department or worksite and then works at another area for an unauthorized staff member, who is not the immediate supervisor that signed the student's FWS Placement Form will be removed, either from the FWS

program, or the department, depending on circumstances. The Financial Aid Office reserves the right to perform site visits to ensure compliance, and to check in with supervisors and students. Once removed from the FWS program, the student will not be reinstated for the rest of the school year.

DOUBLE HIRED

A Fresno City College FWS student can only hold one student aide position at a time. A student is not allowed to hold two positions to make up the maximum hours/week.

Rehired FWS Students

1. If a supervisor requests that a student be rehired for the new school/award year, the student must meet the criteria below:
2. Submit a valid, current FAFSA application.
3. Submit all requested financial aid documents to the Financial Aid Office (If required)
4. Be enrolled in and maintain at least 6 units for the primary semester.
5. Meet SCCC's Satisfactory Academic Progress (SAP) Policy

Each supervisor will evaluate their student aides' overall performance and determine whether they will be returning within the same position. If an evaluation is not completed, unfortunately the student will have to wait until the start of the semester to be rehired.

There will be a review of Academic Progress each term. Both eligible and ineligible students will be notified of their academic standings via email from the Financial Aid Office. A courtesy email may be sent from the FWS Coordinator. The student's award is not guaranteed, as it is contingent upon FWS funds and eligibility.

NEPOTISM

The FWS students shall not be assigned a position within the same department, division or site that has an immediate family member who is in a position to recommend, or influence personnel decisions. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or registered domestic partner as defined by Family Code Section 297 et seq. Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

Notwithstanding the above, the FWS program retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family in the same department, division, or facility. The FWS program retains the right to reassign or transfer any student to eliminate the potential for creating an adverse impact on

supervision, safety, security, or morale, or involves other potential conflicts of interest.

TIME REPORTING

- ***On-campus supervisor.*** if the student's time clock entries are not approved, and there is an available balance for which the student can work, contact the Administrative Services Office.
- ***Off-campus supervisor.*** timesheets will be given to the student. It will be the student's responsibility to submit their timesheet to the Administrative Services Office after the supervisor has signed, faxed, or emailed the completed original to the Administrative Services Office. The student will then be given a new timesheet for the following month.
 - All timesheets will be submitted to the Administrative Services Office by the indicated due date. If a timesheet is submitted with errors, the supervisor and student must notify the Administrative Services Office to correct it immediately.

GENERAL INFORMATION

FWS Student Aides are employees and should be held to the same standards as any other employee in our department offices. That being said, we want to ensure that we are supporting and encouraging the students' ability to be successful in their collegiate and career goals. It is important to check in with your students to ensure that they can keep up with their coursework, which may necessitate a change in work schedule, or the release of the student aide. Our primary goal is to ensure our students' success.