

# FEDERAL WORK STUDY PROGRAM

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2018-2019



Student & Supervisor  
Handbook

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# **OFFICE HOURS AND LOCATIONS**

## **For The FWS Paperwork Process**

### **Financial Aid Office (ST-201)**

Monday through Friday                      8:00 AM – 5:00 PM

#### **Extended Hours**

Wednesdays (Fall & Spring Semesters)    8:00 AM - 6:00 PM

Phone: (559) 442-8245

FAX: (559) 499-6024

### **Financial Aid Office Computer Lab (LI-123)**

Monday through Friday                      9:00 AM – 3:00 PM

Phone: (559) 442-8245

### **Health Services Office (ST-112)**

TB skin tests will be administered during the following days and times:

Monday                      8:30 AM – 4:30 PM

Tuesday                      8:30 AM – 4:30 PM

Wednesday                      8:30 AM – 4:30 PM

Friday                      8:30 AM – 4:30 PM

Summer hours may vary. The days and times shown are subject to change. For more information, contact the office in person or by phone at (559) 442-8268.

### **Administrative Services Office (OAB-161)**

The hours that the Administrative Services Office will accept FWS paperwork are:

Tuesday                      8:30 am – 4:30 pm

Wednesday                      8:30 am – 11:30 am

Thursday                      8:30 am – 4:30 pm

Phone: (559) 489-2232

FAX: (559) 489-2283

## WHAT IS FEDERAL WORK STUDY?

Federal Work-Study (FWS) is a campus-based financial aid program funded through the Department of Education. Eligible students receive a FWS award that they may earn by working on or off-campus for an approved supervisor. Student participation in the program is dictated by various Federal and State Center Community College District (SCCCD) policies.

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

## WHAT IS THE DIFFERENCE BETWEEN FWS AND OTHER GRANTS?

FWS is a form of financial aid that is based on unmet need. It may be awarded for Fall, Spring and Summer if funding is available. FWS is earned by an hourly wage dictated by the regulations of the federal government. FWS students will receive a W-2 at the beginning of the following next year and it is considered taxable income.

Monthly earnings and annual earnings depend on several things. Monthly earnings will be determined by the number of hours worked per week and the pay rate.

Annual earnings will never exceed the award amount. Therefore, it is possible to exhaust funding before the school year has ended. For example, if you are awarded \$2,500.00 for the academic year and start in August working 19 hours per week at \$10.00 per hour, you will have earned your whole award amount by December.

## STUDENT ELIGIBILITY

Participation in the FWS program is dependent on meeting federal financial aid eligibility requirements and district standards. Students must demonstrate financial need as determined by the Financial Aid Office and be meeting satisfactory academic progress as defined by the Financial Aid Satisfactory Academic Progress (SAP) policy. The Department of Education requires all schools to run satisfactory academic progress (SAP) after every term. The regulations state that the institution must discontinue funding for students once they reach the maximum timeframe for their educational goal, which is 150% of the units required for the degree. For example, 150% of a 60 unit degree = 90 units. The student must complete 67% of their attempted units and maintain a 2.0 cumulative GPA.

FWS is awarded on a first-come, first-served basis. To be considered for FWS, students must do the following:

1. Submit a Free Application for Federal Student Aid (FAFSA) no later than **December 2<sup>nd</sup>**
2. Indicate that they are interested in FWS on the FAFSA
3. Complete their financial aid file with the Fresno City College, Financial Aid Office (FAO)
4. Meet the Satisfactory Academic Progress (SAP) guidelines  
<http://www.fresnocitycollege.edu/index.aspx?page=2074>
5. Be enrolled in at least 6 units for the remainder of the semester(s)

## **AWARDING AND NOTIFICATION PROCESS**

Students who meet eligibility requirements are notified of their FWS semester award at the beginning of each Fall and Spring semester via the primary email address provided by SCCCD. The email also provides instruction to accept the FWS award and instructions on attending an orientation. The award will also be posted on Web Advisor for the student's viewing. The FWS process will continue to award eligible students based on first-come first-served status until the FWS funds are exhausted.

Federal regulations state that FWS funds must be awarded in a manner that is fair and uniform and ensures that all students have equal access to the program. ***Therefore, we are unable to honor requests from supervisors for new students.***

## **AWARD ACCEPTANCE AND FWS ORIENTATION**

Students will have a maximum of two weeks from the date of the email to accept the FWS award. After the two weeks, the student will be dropped from the FWS program and will not be reinstated. The FWS award will be reallocated.

Students will be notified in their Award Email of both the acceptance process and orientation dates. If needed, two separate emails may be sent out, one indicating the award and a follow up indicating orientation dates. New students who do not attend an orientation will be dropped from the FWS program with the only exception of those who have communicated a special circumstance to the FWS Coordinator before the due date of correspondence and have been approved.

## **AT THE ORIENTATION**

Students will be given information and instructions to complete and obtain the following placement requirements:

- Student Handbook
- Rights and Responsibilities Form
- Confidentiality and Privacy Form
- TB Screening
- Placement Authorization Form

## **STUDENT HANDBOOK AND RIGHTS AND RESPONSIBILITIES FORM**

All FWS students must read and abide by the terms of agreement in the FWS Student Handbook. The original Rights and Responsibilities Form must be signed and submitted to the FWS Coordinator, while a copy will be provided for the student. The purpose is to understand your rights and responsibilities, the FWS procedures and FAO Satisfactory Academic Progress (SAP) Policy.

## **CONFIDENTIAL AND PRIVACY FORM**

Any information regarding other students, staff or office security within SCCCD is confidential. FWS students are not allowed to release any student information without permission from a supervisor. The Confidentiality and Privacy Form must be signed and submitted to the FWS Coordinator, while a copy will be provided for the student. \*Each worksite may develop their own confidentiality form pertaining to their office policies.

## **TUBERCULOSIS (TB SKIN TEST)**

The health office will ask a series of questions to see risk factors are identified. As mandated by the state of California, employees of the State Center Community College District (SCCCD) are required to take the TB Skin Test before employment begins. If four risk factors are identified and you are required to take the the TB test, the student can stop by the FCC Health Office, Student Services during office hours, or have one administered by their physician. The process may take a few days. All returning FWS students must retake the TB Skin Test if there was a break in FWS employment the previous semester, excluding summer.

## **PLACEMENT AUTHORIZATION FORM**

This form validates the student's FWS award and must be taken to each FWS job interview. It is very important that the Placement Authorization Form be completed legibly and must be signed by the supervisor providing immediate supervision at time of hire. The information on this form will be used to contact students and supervisors.

It is a supervisor's responsibility to indicate the hourly rate of pay on the Placement Authorization Form and off-campus Addendum Form. All students will start at the minimum wage per hour in accordance with the SCCCD Classification and Pay Wage Guidelines.

## **REPRINTING OF THE FWS PLACEMENT AUTHORIZATION FORM**

The Placement Authorization Form can be reprinted but only by the FWS Coordinator. The FWS Coordinator will monitor and sign the form each time it is given to a student. Supervisors and all other departments are not allowed to duplicate this form. Most requests will be made by the supervisor to the FWS Coordinator depending on the reason for reprinting.

## THE TYPES OF FWS PLACEMENT REPRINTING

### Lost Placement Form

The FWS student lost their original FWS Placement Form. The printing of this form will be allowed only once. *(The student makes the request.)*

### Change of Hourly Wage

There is a change to the student's hourly wage either an increase or decrease. *(The supervisor must request by email to the FWS Coordinator to print another Placement Authorization Form to be reprocessed in the payroll office to reflect the change.)*

### Job Transfer

A student changes job position from one worksite to another. *(Student makes the request. Inquiries will be made by the FWS Coordinator to the supervisor depending on the reason behind the job transfer.)*

### Change of Supervisor

Whenever a change in supervision occurs within the same worksite, department or agency, that student **does not** need to complete another FWS Authorization form. However, to help with FWS communication correspondence, the supervisor must do the following based on the student's worksite location status:

***On-Campus:*** The new or former supervisor must notify the FWS Coordinator by email regarding the change as to the date of the change and name of the new supervisor with his/her contact information. The change will be made electronically so that all future communication goes to the new supervisor.

***Off-Campus:*** The new or former supervisor must notify the FWS Coordinator by email regarding the change as to the date of the change and name of the new supervisor with his/her contact information. Then complete a new Addendum form and give it to the student to be submitted to CEC and the Administration Services Office for processing.

## 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 spouses 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.

## LOCATING A JOB

To search for available **on-campus** FWS positions, the student will be provided directions on how to access a current list of openings at their orientation. This list will include the department, contact person, and job description. It is the student's responsibility to set up an interview. The contact person will inform the student the steps needed to complete their interview and/or hiring process; which may require completing an application.

Supervisors need to reply within a reasonable timeframe. Before scheduling an interview, supervisors should ask if the student has been awarded FWS (student must provide proof). Students must bring their Placement Authorization Form to each interview.

If the supervisor chooses to hire the student, the student will be ready to complete the **Paperwork Process**.

If the student would like assistance preparing for their job interview and completing an application, the student may contact the Career Employment Center. The CEC can also help with creating and/or updating a resume and performing mock interviews.

**Off-Campus Jobs:** The student will also be given directions on how to access a current list of approved off-campus employers.

## PAPERWORK PROCESS

To begin the paperwork process, the FWS student needs to complete the following forms:

1. FWS Placement Authorization Form
2. TB Skin Test Result
3. Signed Addendum from the hiring supervisor (Off-Campus only)

Once the above forms are completed, the student will deliver the documents to their supervisor. The supervisor will send the documents to Penny in Admin. Services. Once Penny has received the documents she will contact the student via email with further instructions.

### **Double Hired**

A SCCC 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 per week.

## REHIRED FWS STUDENTS

Rehired students per the request of their supervisors must meet the criteria below:

1. Must submit a 2018-2019 FAFSA application
2. Submitted all requested financial aid documents to the Financial Aid Office (If required)
3. Enrolled in at least 6 units for the semester
4. Meet SCCC Satisfactory Academic Progress (SAP) Policy



Each supervisor will evaluate their student employee's overall performance and determine whether or not 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. Both eligible and ineligible students will be notified of their academic standings via email. The student's award is not guaranteed, as it is contingent upon FWS funds.

### **Worksite Requirements**

A FWS student hired for a supervisor for a specific job and/or worksite will not be shared between supervisors in 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 at all times 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 or director are held accountable for all hours earned by the FWS student.

A FWS student hired within a department or worksite who works at another area for an unauthorized staff member who is not the immediate supervisor who signs off on the student's FWS Placement Form will be removed either from the FWS program or the department depending on circumstances. Once removed from the FWS program, the student will not be reinstated for the rest of the school year.

## **TIMESHEETS**

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.

For *on-campus supervisor*, timesheets will be issued to the FWS Coordinator and then disbursed to the supervisor or his/her department each month. If student's timesheets are not received and there is an available balance for which the student is allowed to work, contact the Administrative Services Office for a duplicate.

For *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.

Both on-campus and off-campus FWS students must have their supervisor sign the timesheet by the due date indicated at the bottom of the timesheet.

## **PAYCHECK OPTIONS**

FWS paychecks are issued on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a weekend, checks will be issued the previous Friday. Failure to submit the timesheet to the Administrative Services Office by the due date will delay the paycheck until the next pay period. There are two options for disbursing FWS paychecks.

### **Pick-Up**

Paychecks may be picked up at the Campus Business Office (CBO) from 8am to 5pm Monday through Friday. The CBO will hold pay checks for one month. If a check is not picked up within the month it will be forwarded to SCCCD Payroll Department.

### **Direct Deposit**

Students are encouraged to take advantage of direct deposit for FWS disbursements. FWS checks can be transferred electronically into a checking or savings account, rather than making a trip to pick up a paper check. Direct deposit means getting your FWS money sooner. Requests for this disbursement method are made through the Administrative Services Office when submitting all other FWS paperwork.

**Note: Government issued picture identification is required. The Business Office will not release a check without one of the following: California Driver's License (CDL), California Identification Card (CID), US Passport, or other state issued identification.**

### Unsigned Timesheet

All unsigned timesheets will still be processed to be paid but the checks will remain at the SCCCD Payroll. The student will need to pick it up and provide their signature at the district.

### Checks Not Picked Up

After 30 days, checks that are not picked up will be forwarded to SCCCD Payroll. They will remain stale dated for 6 months. After 6 months, the checks become void. The student may pick up the check at SCCCD if the check has not been voided.

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

In order for the FWS experience to be valuable, it is important that every aspect of FWS employment is treated like a “real job.” Be aware of supervisor and department work expectations and adhere to the supervisor’s conduct guidelines, rules for attendance and tasks and responsibilities. Be professional and follow supervisor’s pre-established schedules. Although there is no specific dress code for all FWS students, always dress appropriately for the work place. Some work places will have a dress code and they will make the student aware, therefore giving the student enough information to accept or decline the job. All students have the right to work in a safe, clean and professional working environment. FWS students must contact supervisors in advance of tardiness or to request changes to the work shift. Additionally, it is expected that FWS students be on task and perform work-related duties.

The FWS program was developed to provide opportunities to gain work experience while attending school. It is also a time to learn. If you have questions regarding the job, ask someone in the department for help.

### Starting Employment & Establishing a Work Schedule

Both students and supervisors need to provide an accurate schedule when creating work schedules. Students and supervisors should consider student course and exam schedules, holidays, breaks, and student’s FWS award amount and hourly wage when scheduling students. It is the responsibility of the student and supervisor to arrange weekly work schedules based on the award amount and class schedule. Students should not work more than 19 hours per week, and be careful not to exhaust the award amount too soon.

### Work Hour Guidelines

While school is in session, students may not work more than 19 hours per week. A work week is Sunday through Saturday. ***(If a student worked a block of 4 hours in each of the first five days straight, the hours earned on the 6<sup>th</sup> day are considered overtime. Students shall not work the 7<sup>th</sup> day.)*** There will be **no overtime paid** by the FWS program. If a student works over 19 hours per week, if the department exceeds the students award or overtime, all the excess wages will be at the expense of the supervisor’s department or the agency’s budget depending on where the student works and may be dismissed from the program.

During periods of non-enrollment holidays and breaks, students must stop working unless permitted by FAO. If FWS funds are available and students have financial need, students and their supervisors will be notified.

### Working During Scheduled Class Time Is Prohibited

In general, students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented.

### Breaks/Lunch

A student is allowed a 15 minute break if a block of 4 hours is worked. Breaks cannot be used to arrive late or leave early. By law, students must take a 30 minute non-paid lunch break after 6 consecutive hours worked. Lunch breaks must be indicated on the timesheet.

### Award Management/Spreadsheet Time Logs

Students and Supervisors are responsible for recording hours worked on a daily basis and to ensure that those hours are reflected on their monthly timesheet. ***It is a violation of federal law to report any non-work hours to be paid ahead of time before work is performed.*** It is both the student's and supervisor's responsibility to work together to manage the remaining award to ensure the student can continue to work through their semester award. To assist the student and the supervisor in keeping track of the students' awards, a spreadsheet log has been posted on the FWS webpage.

## AWARD BALANCE NOTIFICATION

The FAO awards FWS per semester to each student based on his or her eligibility. As such, each student's award may be different.

A Balance Notification report will also be provided to the supervisor by email indicating remaining funds and hours available. The notifications will be sent towards the end of the semester. When the award is reaching its limit an email will be sent to both the student and supervisor. These reports are reflective of the prior month's payroll. This information will assist the student and supervisor in working closely to manage their award. Please refer to the sample Balance Notification table below.

ID	FIRST	LAST	Award Amount	Possible Hours	YTD Hours	Remaining Hours
0123456	John	Doe	3,500.00	350	309	41

The following formula can be used to determine the average number of hours that can be worked per week without exceeding the grant amount:

Accepted Grant Amount ÷ Assigned Wage Rate ÷ Number of Weeks in Employment Period

*(NOTE: If a student has worked after the last timesheet was submitted, deduct those hours from the hours remaining to get the most accurate balance.)*

## PAY RATE

The SCCCD Board of Trustees updated and approved the student employment classifications and job descriptions on December 13, 2017 to be effective January 1, 2018. The Student Aide Employment Policies and Procedures effective January 1, 2018 are as follows:

1. **Student Aide I**                      \$11.00

This is the entry-level classification and does not require any previous experience. Most, if not all, first-time hires fall into this category for a minimum of one semester.

2. **Student Aide II**                      \$11.50

This is the second level and some work experience is desirable as well as possession of basic skills to fulfill the job duties.

3. **Student Aide III** \$12.00

This classification requires responsible experience (e.g. operating and/or repairing computers, equipment, electrical circuitry, application of chemicals, etc.) and the ability to work independently on projects. (See attached detailed classification description for more details). **A recommendation letter justifying why the student should be paid at this rate along with students completed SCCCD Classified Application is required.**

4. **Student Aide IV** \$13.25

This classification requires highly technical skills with responsible experience and completion of 12 college units or enrollment in or completion of a certificate program. (See attached detailed classification description for more details). **A recommendation letter justifying why the student should be paid at this pay rate along with students completed SCCCD Classified Application is required.**

## **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 amount of units for pay increase

Pay rates should be increased based on merit and not 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 and once completed submitted to Administrative Services.

## **EVALUATIONS**

### **Periodic Unit Evaluation**

To ensure that each student meets FWS requirements, the FAO will monitor students' status periodically. The evaluation process will begin after the first two weeks of regular add and drop deadline. Students who are not enrolled in six (6) units at the time of status check will be notified and disqualified from FWS. Students will be permitted to continue participation in FWS on a conditional basis if the enrollment status has satisfied the 6 unit requirement, if approved.

### **30 Calendar Day Employment Evaluation**

The FAO will also check employment status periodically. If a student is not employed within 30 days from the date awarded or has been absent from work after being employed for a period of 30 days or missed a paid period, he/she will be notified and disqualified from FWS. If a student is awarded before Fall semester begins, the 30 days start when instruction begins. If a special circumstance should arise the student must email the FWS Coordinator as soon as possible so as not to be dropped from FWS. If the special circumstance is approved, a two week extension will be granted to seek employment. The student will not be admitted to the FWS program if he/she is still not employed after the two weeks have ended.

### **Work Experience Evaluation**

The student will be required to complete a work experience evaluation. If the student worked at more than one worksite in a semester, the student will be required to complete the evaluation for each worksite at least five weeks before the semester ends. This is required to ensure FWS supervisors are meeting employment standards.

## **DISMISSAL PROCEDURES**

Students participating in the FWS program are expected to treat their assignments as they would any job. If a FWS student's behavior or actions are unsatisfactory, the student may be terminated from employment; however, the student should be informed when he or she is not satisfying work standards or rules prior to termination.

The student's cooperation is needed to make the FWS job a rewarding experience for the students, the college, and the community.

## **REASSIGNMENT AFTER TERMINATION**

Students who are terminated and would like to continue in the FWS program will be given one opportunity to be reassigned. The request must be in writing by email to the FWS Coordinator explaining the termination circumstances and/or reasons why the student should be reinstated. The reassignment of the student depends on certain variables. If students are terminated from their second position, they will lose their eligibility to participate in the FWS program for the rest of the academic school year or permanently depending on circumstances.

Students who are rehired or awarded FWS to work at a specific worksite per the request of their supervisor and are terminated or stop working for any reason will be terminated from the FWS program without an opportunity for reassignment and will not be reinstated for the current academic year.

**STUDENT CLASSIFICATIONS AND DESCRIPTIONS**

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### STUDENT AIDE I

#### **DEFINITION**

Under direct supervision performs a wide variety of basic tasks.

#### **DISTINGUISHING CHARACTERISTICS**

This classification performs general and routine duties with clearly defined instructions or established procedures. This is an entry level position that differs from higher levels in the series by the responsibility for and limited variety of activities, the work being more closely supervised and routine in nature.

#### **EXAMPLES OF DUTIES**

The Student Aide I classification is a multi-position classification. Positions within this classification perform duties which differ in frequency and scope, and include routine, repetitive tasks in office, food service, grounds, custodial, special events, and campus support and services.

#### **EMPLOYMENT STANDARDS**

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: None required.

The following skills and characteristics are considered important for this classification. It is at the college's discretion into which category the qualifying characteristics are placed (Student Aide I through IV)

Skill to read and comprehend a variety of written material from basic handwritten or typed notes; understand and carry out verbal instructions; verbally convey information on a person-to-person basis; add, subtract, multiply, and divide; interact with students, instructors, classified employees, and administrators from a wide variety of ethnic, cultural, educational, and economic backgrounds; receive and follow oral and written instructions. Willingness to: work up to 19 hours per week; work occasional evenings, weekends, and during class recess periods; perform routine, repetitive duties to completion; attend in-service training meetings; learn college rules and regulations pertaining to the duties of the classification.

# STATE CENTER COMMUNITY COLLEGE DISTRICT

## STUDENT AIDE II

### **DEFINITION**

Under supervision performs a wide variety of basic to moderate tasks.

### **DISTINGUISHING CHARACTERISTICS**

The Student Aide II classification is the second level in the Student Aide related occupational series. This classification differs from the entry level classification in scope and responsibility and differs from higher levels in the series by the limited variety of activities, work is closely supervised and routine in nature.

### **EXAMPLES OF DUTIES**

The Student Aide II classification is a multi-position classification. Positions within this classification perform duties which differ in frequency and scope, and include less routine, repetitive tasks in office, food service, grounds, custodial, maintenance, special events, and campus support and services.

### **EMPLOYMENT STANDARDS**

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Some work experience is desirable.

The following skills and other characteristics are considered important for the Student Aide II classification. It is at the college's discretion into which category the qualifying characteristics are placed (Student Aide I through IV)

Skill to operate basic office, food service, grounds, custodial, and maintenance equipment, read and comprehend a variety of written material from basic handwritten or typed notes; file and retrieve information in alphabetical, numerical, and chronological filing systems; orally convey information on a person-to-person basis; add, subtract, multiply, and divide; interact with members of the public, students, instructors, classified employees, and administrators from a wide variety of ethnic, cultural, educational, and economic backgrounds; receive and follow oral and written instructions. Willingness to work up to 19 hours per week; work occasional evenings, weekends and during class recess periods; perform routine, repetitive duties to completion; attend in-service training meetings; learn college rules and regulations pertaining to the duties of the classification.



# STATE CENTER COMMUNITY COLLEGE DISTRICT

## STUDENT AIDE III

### **DEFINITION**

Under direction performs specialized tasks assisting with repairs and operation of microcomputers; mechanical equipment, circuitry, refined tools and/or electronic mechanisms.

### **DISTINGUISHING CHARACTERISTICS**

The Student Aide III classification is the third level in the Student Aide related occupational series. This classification differs from the lower level classifications by the scope and responsibilities for and variety of tasks. This classification will provide students with opportunities to develop skills required to successfully compete in the workforce.

### **EXAMPLES OF DUTIES**

Performs a variety of duties including operation and repair of district owned equipment, problem resolution, and customer service. May perform other related duties as needed.

### **EMPLOYMENT STANDARDS**

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Responsible experience operating or repairing computers, equipment, electrical circuitry, application of chemicals, and/or working independently on projects or providing customer service.

Knowledge and Abilities: Any combination of the following as needed: Knowledge of data processing procedures, voice data, micro-computer operating systems, telecommunications, logical and digital electronics, copyright laws, electronic measuring instruments, calibration of chemicals and procedural applications, operation of technical or mechanical equipment, and college and office procedures. Skill to read and interpret technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot and repair digital electronic equipment, and assist users in computer use. Skill in the use of highly technical mechanical equipment, circuitry, refined tools and/or mechanisms, and methods which require knowledge and skills of applications. Knowledge and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

# STATE CENTER COMMUNITY COLLEGE DISTRICT

## STUDENT AIDE IV

### **DEFINITION**

Under direction performs specialized tasks assisting with repairs and/or use of microcomputers and software; highly technical mechanical equipment, circuitry, refined tools and/or electronic mechanisms.

### **DISTINGUISHING CHARACTERISTICS**

The Student Aide IV classification is the fourth and highest level in the Student Aide related occupational series. This classification differs from the lower level classifications by the scope and responsibilities for and variety of tasks. This classification will provide students with opportunities to develop skills required to successfully compete in the workforce.

### **EXAMPLES OF DUTIES**

Performs a variety of duties including analysis and repair of a variety of district owned equipment, problem resolution and trouble-shooting on software and its uses, and training users in general use of micro-computers.

### **EMPLOYMENT STANDARDS**

Education: Completion of twelve college units or enrollment in or completion of certificate program in computer and electronics repair, mechanical technician, HVAC certification, electronic circuitry, or agronomy.

Experience: Responsible experience repairing computer equipment, HVAC, electrical circuitry and/or experience in application of chemicals or operating equipment.

Knowledge and Abilities: Any combination of the following as needed: Knowledge of data processing procedures and practice, electronic voice data, computer programming languages and operating environments for computers, micro-computer operating systems, telecommunications, logical and digital electronics, copyright laws, electronic measuring instruments, calibration of chemicals and procedural applications, and operation of technical equipment. Skill to read and interpret highly technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot and repair complex digital electronic equipment, and assist users in computer use. Skill in the use of highly technical mechanical equipment, circuitry, refined tools and/or mechanisms, and methods which require knowledge and skills of applications. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

## **FWS FORMS**

Student Rights and Responsibilities Form  
Confidentiality and Privacy Form  
FWS Placement Authorization Form  
Addendum (Off-Campus only)

## **(FWS STUDENT RIGHTS & RESPONSIBILITIES)**

### **Each FWS Student has the right to:**

1. Information regarding their award amount, rate of pay, average number of work hours per week, student classification description and general FWS policies.
2. A specific job description including supervisor's expectations and standards.
3. A clearly defined work schedule which accommodates their course schedule.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from student's immediate supervisor and department staff.
7. Instructions for recording hours worked, as well as information regarding payroll procedures.
8. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
9. Request the Placement Authorization Form to be printed at least once, if the form was lost, through the academic year or semester(s) for which student was awarded; but no more afterwards. *(Request must be made through email to the FWS coordinator only.)*
10. Request the Placement Authorization Form within 30 days if student stops working but would like to start elsewhere with another supervisor. *(Students awarded FWS per the request of their supervisor or by another staff are not eligible.)*
11. Request a two-week extension at least 3 days prior to the end of the last day of student's 30-day non-employment period. *(Request must be in writing via email to the FWS coordinator with a special circumstance and if approved.)*

### **All Fresno City College FWS Student Aide Responsibilities**

Any FWS student hired for employment will be expected to:

1. Read and understand the FWS Handbooks and its procedures and policies (you are required to go to the FCC website and read the 2018-2019 FWS Student and Supervisor Handbook). Please type this link into your browser and scroll down to the bottom of page to access the handbook: <http://www.fresnocitycollege.edu/admissions-aid/financial-aid-office/financial-aid-programs/federal-work-study.html>
2. Complete and submit all FWS paperwork to the appropriate offices indicated and must receive an authorized date to start work before employment begins.
3. Adhere to stated procedures and inform the supervisor and/or FWS Program Staff of any grievances, concerns, or problems regarding FWS employment.
4. Maintain the required enrollment of at least 6 units and notify supervisor if enrollment status changes.
5. Maintain satisfactory academic progress and notify supervisor if on financial aid disqualification.
6. Be employed within 30 days from the date awarded. *(If awarded before Fall semester, 30 day begins when instructions begin.)*
7. Maintain student information and/or office security procedures in confidential status.
8. Arrange a mutually agreeable work schedule with the supervisor prior to the period of employment. Students must adhere to this schedule and notify the supervisor of any changes as soon as possible.
9. Understand the specific job responsibilities, including the supervisor's expectations and standards.
10. Complete duties as assigned and not conduct personal business at work unless authorized to do so by supervisor.
11. Adhere to any confidentiality and/or security agreements set forth by supervisor
12. Notify the FWS coordinator if he/she stops working within 30 days.
13. Work with the supervisor to manage the remaining award and hours to ensure the available funds to continue working.
14. Not work more than 19 hours per week or earn overtime by working the 6th day if already worked a block of 4 hours on each of the first five days straight. *(The 6th and 7th days are considered overtime; therefore, student shall not work.)*
15. Make a request, in writing via email to the FWS coordinator if needed of a reprint of the Placement Authorization Form or a two-week extension. *(Adhere to stated procedures in the FWS handbook as it may not be available to all FWS students.)*
16. Dress appropriately for the work place.

**I hereby confirm that I have read the FWS Student Handbook and understand my rights and responsibilities. Furthermore, I understand that I cannot work before my given start date by Payroll; unless, I am authorized by Financial Aid Office. It is a violation to report non-work hours to be paid ahead of time and then owe supervisor hours later. I realize I can be withdrawn from the FWS program at any time if I do not adhere to the FWS agreements.**

Print Name \_\_\_\_\_

ID# \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please provide a copy to the student and maintain the signed original in the Financial Aid Office student file.



Fresno City College  
1101 E. University Avenue • Fresno, California 93741  
Phone: (559) 442-8245 Fax: (559) 499-6024

**AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY  
OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF AND COLLEGE**

I, \_\_\_\_\_ (print name) student ID# \_\_\_\_\_, understand that in my capacity as a student employee at Fresno City College, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of other students, faculty and staff or other confidential information pertaining to the college. I understand that under federal law and college policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Fresno City College. I agree not to access student records or other confidential information that I do not need to do my job. I agree not to remove any student records or other confidential material from my workplace. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination and prohibition of future employment at Fresno City College.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Please provide a copy to the student and maintain the signed original in the Financial Aid Office student file.

**2018-2019 Federal Work Study  
(FWS) Placement Authorization Form**

**Name:** John Doe  
**ID:** 1234567  
**SS#:** XXX-  
 XX-1234 **Date:** 7.1.16

**# of Prints:** 1  
**# of Hours:** 400\*  
**Amount Awarded:** \$4,000.00  
**30<sup>th</sup> Day:** 8.1.16

Congratulations on your Federal Work-Study (FWS) award! You have now completed Step One below to have received this authorization form. You must continue to follow the instructions from Step Two to complete the paperwork process. In order for you to continue participation in the FWS program you must be enrolled in a minimum of 6 units during the semester(s) for which you were awarded and be employed within 30 days from the date you were awarded. *(If awarded before Fall semester begins, 30 days begin when instruction begins).* You will be dropped from the FWS program if you missed a pay period unless there was a special circumstance in which you had no control. You will be responsible for knowing your remaining balance after every month. **You can work on FWS until the awarded amount is earned or until the FWS allocation is exhausted; whichever comes first.**

**Direct Supervisor**

Supervisor \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Signature of Supervisor*

Email \_\_\_\_\_  
 Address \_\_\_\_\_

Department \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Classification  SA I - \$11.00/hr.     SA II - \$11.50/hr.     SA III - \$12.00/hr.\*     SA IV - \$13.25/hr.\*  
 \*(Attach Justification Statement for SA III and SA IV classifications)

**Student Information**

Student John Doe \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Signature of Student*

Email \_\_\_\_\_  
 Address JDoe1@MY.SCCCD.EDU Telephone \_\_\_\_\_

**Area Director/Dean (On Campus Only)**

Supervisor \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Signature of Area Director/Dean*

Email \_\_\_\_\_  
 Address \_\_\_\_\_

Department \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

**OFFICE USE ONLY**

NEW HIRE     FWS    ORIENTATION\_\_ ADMIN  
 RE HIRE     FWS/CWS    SERVICES \_\_\_\_\_ IIPP CERT. .  
 REVISION     SU19    \_\_\_\_\_ TB TEST

Timesheet : O/P     FA 18/SP 19

STATE CENTER COMMUNITY COLLEGE DISTRICT

OFF-CAMPUS WORK STUDY AGREEMENT  
ADDENDUM

Organization\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Date\_\_\_\_\_

**Person(s) Signing Student Timesheet**

Name\_\_\_\_\_ Name\_\_\_\_\_

Title\_\_\_\_\_ Title\_\_\_\_\_

Signature\_\_\_\_\_ Signature\_\_\_\_\_

Description of Work to Be Performed by Student: (or attach job description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Student\_\_\_\_\_SS#\_\_\_\_\_

Hourly rate of pay\_\_\_\_\_ (Must be at least Federal Minimum Wage)

Average number of work hours per week:\_\_\_\_\_ (Must not exceed 19)

Will this contract impair existing service contracts?	Yes	No
Will this contract displace employees?	Yes	No
Will this contract fill jobs created due to a strike?	Yes	No
Will the position be used for construction, operation, or Maintenance of a facility used for religious purposes?	Yes	No
Will this student be employed by the U.S. Department of Education?	Yes	No
Can you show proof of your status as a non-profit organization in the event of an audit?	Yes	No

***As stated in the contract, a certificate of insurance naming the District as additional insured must accompany this agreement.***