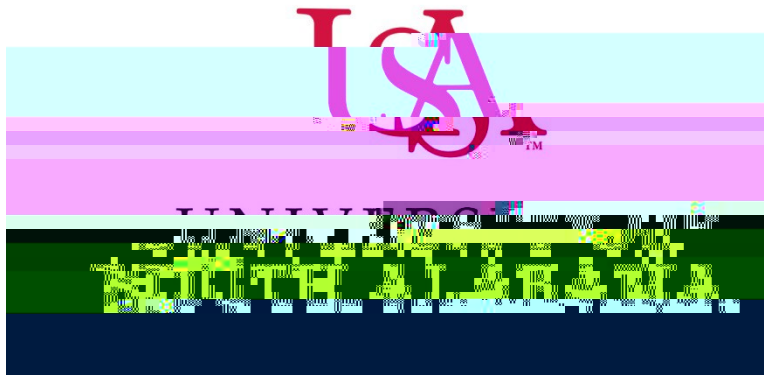


FEDERAL WORK STUDY (FWS) PROGRAM SUPERVISOR'S GUIDE



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SECTION I

Welcome to the Federal Work Study (FWS) Program

Welcome to the Federal Work Study (FWS) Program

The Office of Financial Aid would like to express

SECTION II

INTRODUCTION TO FEDERAL WORK STUDY (FWS)

A. PURPOSE

The Federal Work Study (FWS) Program is designed to provide financial assistance to students through part-time employment and encourages recipients to participate in community service activities. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing job skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program; therefore, students are not to be paid for studying while on the job. Students will be paid “an hour’s pay for an hour’s work.”

In summary, we seek to provide FWS students with:

- Opportunities for career development
- Educational experiences
- An environment to serve others
- Opportunities for personal growth
- “Self-help” financial aid with less long-term debt

Federal regulations state that FWS students must not displace regular employees or contracted services.

C. FEDERAL AND INSTITUTIONAL REQUIREMENTS

Due to the specific nature of the FWS Program, there are many federal and institutional requirements that must be followed to remain in compliance. Failure to comply with these requirements and deadline dates could result in termination from the program.

The following requirements and deadline dates must be for the FWS Program:

1. The Office of Financial Aid must have a FWS Job Request Form and FWS Job Description Form on file before a department can employ a FWS student. Also, all employing departments must read and follow the FWS Supervisor's Guide, procedures, and instructions as stated.
2. A FWS Supervisor must complete all required information on the Personnel Action (PA) Form.
3. Copies of the student's class and work schedules should be kept and reviewed to ensure the student does not work during scheduled class time. The Sign In/Out Sheet that is created by the FWS Supervisor should be used on a daily basis.
4. Supervisors should maintain a personnel file for each FWS student. The file should consist of the following documents and records:

- The Student Personnel Action (PA) Form
- Departmental copy of the student's record of work attendance (Sign In/Sign Out Sheet)
- FWS Student Evaluation Form
- Schedule of student's assigned work and class time

5. FWS Student Evaluation Forms should be completed by A) April s scl b ectepTc 0 Tw-8

SECTION III
SUPERVISION

3. Job Performance Evaluation

Evaluations are due by April 15 of each academic year.

A written performance evaluation is required for each FWS student. The FWS Student Evaluation Form must be completed to meet this requirement. Please complete the FWS Student Evaluation Form carefully in order to give the student accurate feedback on his/her performance.

SECTION

B. HIRING THE FWS STUDENT

PRE-EMPLOYMENT INTERVIEW

Students are required to complete the online FWS orientation. They are instructed to review the FWS Job List and schedule an interview with the contact person for the job(s) that interest them. The FWS Supervisor should conduct the interview in order to determine the student's suitability for the position. It is the FWS Supervisor's decision whether to hire the student. The student is given the opportunity to accept or reject the offer. It is recommended that the FWS Supervisor take the time to thoroughly determine a student's compatibility with a position before hiring. This will help alleviate any possible problems in the future.

HIRING

Upon successfully hiring a FWS student applicant, the FWS Supervisor should complete the Student Personnel Action (PA) Form or FWS Placement Form. It is important to follow the provided instructions

D. TERMINATION AND TRANSFER PROCEDURES

1 NORMAL ANNUAL TERMINATION

Students are automatically terminated from the FWS Program on the expiration date shown on the Student's Personnel Action (PA) Form. If the student desires to re-establish eligibility for FWS for the following year, a new FAFSA must be submitted.

2 NO LONGER INTERESTED IN PROGRAM

Students may voluntarily terminate their FWS award if they are no longer interested in the program. Students are required to give their FWS Supervisor a two-week notice, at which time the FWS Supervisor will inform the Office of Financial Aid of the student's resignation. The FWS Supervisor must also complete a FWS Student Evaluation Form upon the student's resignation.

3 TERMINATION BY SUPERVISOR

A FWS Supervisor has the right to dismiss a student for unsatisfactory job performance. This may include, but is not limited to:

- a) Repeated failure to comply with the agreed work schedule
- b) Unwillingness to accomplish assigned tasks
- c) Insubordination or lack of cooperation, which results in disturbing other students.

SECTION V

Off-Campus Payroll Procedures

Off-Campus Payroll Procedures Students Teaching America's Youth (STAY) Program

The Office of Financial Aid also employs students off-campus through the Students Teaching America's Youth (STAY) Program and non-profit community service agencies. These students work in community service jobs as reading tutors in local elementary schools as well as agencies such as American Red Cross, YMCA, Salvation Army, etc. using Federal Work Study (FWS) funds. There are some differences in payroll procedures for these off-campus students than those employed on-campus. The information below provides guidance to assist supervisors with the task of ensuring that students are paid in a prompt and efficient manner.

A master time sheet booklet for students will be emailed to supervisors at the beginning of each school year (August). Supervisors should validate the student's hours worked. Once the ~~information~~ OFFICE OF FINANCIAL AID
