Contents

Overview 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 each 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 (SCCCD) 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.

Coordinator Information

If you have any questions or concerns regarding the FWS program with Fresno City College, please contact the FWS Coordinator.

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Awarding and Notifications

Students that have indicated interest in FWS, and demonstrate the need and eligibility for the award, will be emailed instructions to apply for authorized FWS jobs. It is the students' responsibility to apply for the approved FWS jobs through our platform. Once the student has been offered a job, they must complete the Placement Authorization Form before starting the hiring process. The Placement Form will serve as an agreement to the terms of holding an FWS position, and it is the first step to completing the hiring process; the remaining steps will be handled through Administrative Services.

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. All requests from supervisors will be held to the same standard as all other eligible FWS students.

Awarding Process

Awarding happens on a "first come, first served" basis, and can be established via student interest, or supervisor request, assuming that the eligibility requirements are met.

Interest form

To indicate that a student is interested in FWS, the student should complete the Federal Work-Study Interest Survey

Supervisor Request

If a supervisor wishes to hire a student that was not awarded through the normal process, the supervisor should contact the FWS Coordinator to verify eligibility and awarding.

Award Periods and Amounts

Awards are determined each semester, with summer being tied to fall or spring. Award amounts can change, depending on a student's need and other awards. FWS will not be

awarded for the summer, and students working during the summer should not be expected to be eligible for the entire summer.

The semester's award ends with the semester, regardless of remaining award dollars. The award year ends 06/30/20XX, regardless of whether the student has award dollars remaining.

Student Eligibility

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

1. A student must demonstrate financial need, as determined by the Financial Aid Office (determined each semester)
2. Submit a Free Application for Federal Student Aid (FAFSA) for the award year
3. Complete their financial aid file with the Fresno City College, Financial Aid Office (FAO)
4. Maintain Satisfactory Academic Progress (SAP):
    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

For additional SAP policy details please review our Satisfactory Academic Progress (SAP) Policy

5. Be enrolled in, and maintain at least 6 units for the primary terms (fall/spring)
    a. Some situations may require a student to be enrolled in 3 units for the summer.

Finding Student Aides

FWS jobs need to be approved by the Fresno City College Financial Aid Office and the State Center Community College District. Because FWS must follow federal guidelines and reporting, we must keep an active list of job descriptions for the positions that our students are filling. As a result, we ask that all departments that will be hiring student aides through the FWS Program complete the Job Description Survey

Student Aide Job Posting Form

The Financial Aid Office is using Microsoft Forms to track our requests to hire student aides through the FWS program, which will assist in our reporting to the Department of Education. As a result, we will need all departments and organizations that have FWS student aides to complete the Job Posting Form, even if your department is not looking to replace any of the current aides. Aside from job postings, departments and organizations that are looking to hire are encouraged to utilize the following suggestions.

Flyers (on-campus)

A great way to generate interest in your available positions is to upload a flyer, which can be attached to the job posting. While the posting will provide enough information for the student to apply, the flyer will provide additional details and flare to the job posting, helping to ensure that the appropriate students are applying. *Posting flyers around campus is a function of the Public Information Office.

Word of Mouth

Another way to generate interest is to tap the students you already have working with your area. Let your current student aides know that you are looking to fill a position; your student aide may be able to help you quickly fill a position with someone that they know can be reliable.

Application Process

FWS job postings will be held within the FWS section of the Fresno City College Financial Aid Office website. While we will only invite students that are eligible for the FWS award, there may be students that will access the application that do not qualify. Part of the application will be for students to upload verification that they have the FWS Award, which should mitigate erroneous applicants; hiring departments are always encouraged to verify eligibility prior to hiring.

How Students Will Apply

Students will access the job postings through our Financial Aid web page for Federal Work Study Job Postings

The student will be asked to provide their resume, school schedule, and proof of their FWS award. *Note: please notify the FWS Coordinator if the current job posting needs to be updated or removed from the site.

Who Will Have Access to Applications

The hiring supervisor and the director will be provided access to the applicant information. It is vitally important to notify the FWS Coordinator when there is a change in supervisor/hiring manager, since access will need to be updated. Access will include Forms Alerts when there is a new applicant, and access to the folder where the students will be uploading their resumes, school schedules, and FWS Award verification.

Students That Don't Apply Through the Posting

If a student applies directly to the department, or if you find a student through "word or mouth", please provide the FWS Coordinator with the student's name and student ID number to verify eligibility to the program. If the student is eligible, the coordinator will be able to award the student and start the placement process.

Interviewing and Hiring Process

While interviewing will be determined by the hiring department and/or organization, the hiring process will need to be coordinated.

Interviews

Departments and Organizations are encouraged to treat FWS applicants as they would any other applicants. Since many of our students will be coming into the workforce with little to no experience, the expectation is for students to be interviewed and for employers to provide feedback to the student about their interview. Ideally, the process should allow for a better educational experience for the student.

Hiring

Upon finding a candidate for hiring, the hiring manager/supervisor will need to contact the FWS Coordinator. The coordinator will verify current eligibility and create the Placement Authorization form, which will act as the contract for hire. Unless the student is returning within one (1) year, they will need to complete the OnBoarding process with our Administrative Services prior to work authorization.

Placement Authorization Form

The Placement Authorization Form will be created and distributed via Adobe Sign by the Financial Aid Office. The order of completion is Supervisor, student, and then Director/Dean (as needed). All signing parties will get a copy of the Placement Authorization upon completion. Administrative Servies Technician will use the completed Placement Form to create a student aide profile for the student, which may include an OnBoarding process through NeoEd. **Students must have an "Authorization to Begin Work" letter from Admin Services prior to starting work.**

NeoEd

Administrative Services uses NeoEd, an online platform, to establish employment eligibility. The invitation to NeoEd is sent to the email students list on the Placement Form. Newly hired student aides must complete the NeoEd steps prior to being eligible to work. Some information may require the student to submit documents in person to the Administrative Services Office. Students should follow the instructions that are provided in the NeoEd invitation.

Authorization to Begin Work

Students will receive the "Authorization to Begin Work" after all hiring steps have been completed with Administrative Services. Any work performed prior to the official start date listed on the letter will be considered volunteer work and will not be paid. *Students that are transitioning from the department budget to the FWS award budget will not be subject to the "Authorization to Begin Work" process.*

Worksite Requirements

The following provides the Federal Work Study and District Policy and regulations relevant to student aides.

Worksite Policy

A FWS student aide hired within a particular department or worksite, who then works at another area for an unauthorized staff member that is not the immediate supervisor listed on the student's FWS Placement Form may be removed from the FWS program or department. 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. A new Placement Authorization Form is required for changes in supervisor and/or department.

Time Reporting

It is the responsibility of students and supervisors to monitor and report accurate keeping. Students that work within the district will typically keep their time through an online platform known as UKG.

Students that work with non-profit organizations will keep their time on a timesheet. Both methods have a deadline for submission. If students submit their timesheets, or if their UKG entries are approved late, the student may have to wait for the next pay-cycle to receive their check.

UKG

Supervisors will need to monitor and approve the students' time entries. Students should only clock in when they are working. Clocking in prior to starting work or manipulating their hours without approval is subject to disciplinary action, up to and including termination. Late approval on UKG entries may result in a delayed paycheck.

Timesheets

Off-campus, non-profit organizations will use time sheets to record student work hours. Time sheets must be signed by both the student and the supervisor prior to submission to Administrative Services. A new timesheet will not be provided until the current sheet has been submitted. Timesheet due dates are listed on the sheet. Late timesheet submissions may result in a delayed paycheck.

Unsigned Timesheets and Unapproved UKG

If a timesheet is missing a signature, it will be considered incomplete and will not be processed. If the UKG punches have not been approved by the student's supervisor, the hours worked will not be recognized by payroll. Please ensure that all timekeeping is performed timely and accurately to avoid any delays in pay.

Work Hours Guidelines

Student Aides with SCCCD are considered students, first. All student aides are typically limited to part-time schedules to help ensure that students will focus on their studies. Students and employers are also expected to adhere to California laws regarding shift breaks. These laws should be posted at the worksite and available to all employees.

The 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 6th day are considered overtime. Students shall not work the 7th day.) *There will be no overtime paid by the FWS program.*

All the excess wages will be at the expense of the department's budget: if a student works over 19 hours per week during the primary terms (fall/spring), if the department exceeds the students award, or if overtime has been logged. Not following these guidelines may be good cause to dismiss the student from the program. Please contact the FWS Coordinator with questions.

Hours During Primary Terms

Primary terms are fall and spring. During these terms, student aides are limited to 19 hours/week.

Hours During Spring and Winter Break

If the student's employer offers services during the spring and winter breaks, FWS students may work up to 40 hours/week during the break, but no more than 8 hours/day, not to exceed the student's allotted FWS award. Rules regarding overtime and the workweek will still apply.

Hours During Summer Sessions

Students working under the FWS budget may work up to 40 hours during the summer sessions, through 06/30. Students and supervisors will need to be aware of the student's award limit. Students and supervisors may contact the FWS Coordinator for inquiries regarding award increases.

All hours worked after 06/30 through the start of the fall semester, may be charged to the department's budget. Most students will not have a FWS award determination until other awards have been established. Contact the FWS Coordinator with any questions.

Working During Scheduled Class Time

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

Breaks and Lunches

A student is allowed a 15-minute break if a block of 4 hours is worked. Breaks cannot be used to arrive late, or to 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.

Changing Supervisors, Changing Departments/Worksite, and Wage Increases

Changes are possible; students may seek to work in another area within a department that has another supervisor, or they may wish to work in another department. A student may also be offered an increase in wages after working for approximately one (1) year and/or if taking on more duties in their area. These are a list of common changes, and the expectations involved with each.

Department/Worksite Change

A student changes job position from one worksite to another.

- The student would make the request. Inquiries may be made by the FWS Coordinator pertaining to the reason for the request.

Wage Increase

A new placement form is provided if there is a change to the student's hourly wage.

- The supervisor must request, by email to the FWS Coordinator for another Placement Authorization Form. The updated form will be used to notify the payroll office of the change.

Change of Supervisor

Whenever a change in supervision occurs within the same worksite, department, or agency, the student does not need to complete another Placement Authorization form. However, to help with

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. A new Off-Campus Addendum will need to be completed by the supervisor.

Student Aide Levels and Pay Rates

1. Student Aide I $16.77

   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 $17.32

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

3. Student Aide III $17.86 (requires justification paperwork with Admin Services)

   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 $18.94 (requires justification paperwork with Admin Services)

   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 a 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.

Award Management

Awards are determined on a semester-by-semester basis, with consideration for student eligibility through SAP standards, units, and financial need. Financial needs may change based on other grants, scholarships, awards and loans that a student may accept each semester; as such, a student's award amount may change, and not all students will have access to the same FWS amount.

Student and Supervisor Responsibilities

It is the student and supervisor's responsibility to monitor the award usage, and schedule accordingly. If the student and supervisor are aware that a student is near exhaustion of their award, schedules should be adjusted to ensure that the earnings do not exceed the award amount. For instance, if a student has a $3,000 award for the fall, and has earned $2,500 through November 30, then the student and supervisor should plan the schedule for December to reflect $500 in earnings (that would calculate to about 29 hours at $16.77/hour).

Award increases will be evaluated on a student-by-student basis. All questions should be directed to the FWS Coordinator.

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

Award Balance Notifications

The Financial Aid Office will provide a monthly balance report via email to the students and supervisors. The monthly balance reports are reflective of the year-to-date (fiscal year), up to the most recent, previous month's earnings. For instance, September's Award Balance Notification will include earnings from July and August, since September's payroll would not have been posted. It is important to know that earnings reports will not be released to the Financial Aid Office until the 6th of each month following the month of earnings—August's earnings will not be known until at least the 6th of September. It is vital that the student and supervisor track the hours worked to ensure that the student does not earn beyond the award amount.

Any hours worked over the award amount will need to be charged to the department budget or may be considered volunteer hours (off-campus organizations).

If any discrepancies within the Monthly Award Notifications are found, please notify the FWS Coordinator as soon as possible. The sooner it is corrected, the easier it is to fix.

Expenditure Transfers and Changes of Budget

If a student has worked/earned beyond their eligibility (including working beyond their award amount, unit reduction below 6 units, a change in SAP eligibility, etc.), the department will be responsible for moving the ineligible earnings to their appropriate budget. The transfer of earnings is typically performed with an Expenditure Transfer Request. The FWS Coordinator will send a notification (via Adobe Sign) with the information needed to perform the expenditure transfer, such as the student's

name, the month of the earnings, the amount needed to be transferred, and the budget from which the errant charge was completed.

Because the Financial Aid Office does not have hierarchy and responsibility charts for each department, the requests for expenditure transfers will be sent to the person(s) listed on the Placement Authorization Form. It is the responsibility of the supervisor to connect with the appropriate person to get the expenditure transfer completed. The completed expenditure transfer will be attached to the Adobe Sign request.

Evaluations

Student eligibility will be evaluated periodically. Students may become ineligible during the semester if they are not meeting the FWS and SCCCD student aide eligibility requirements.

Satisfactory Academic Progress (SAP) Evaluations

The Financial Aid Office and the FWS Coordinator will do periodic checks on SAP eligibility. The most common time that students will have this evaluation completed is after the official grades have been posted for the most recently completed semester/term. The Financial Aid Office will send a general notification to student emails upon the completion of the evaluation. Students may also check the SAP status through the Self-Service Portal. Supervisors may receive an email from the FWS Coordinator/Financial Aid Office as a courtesy.

Some students may become SAP ineligible during the semester of attendance. Please contact the Financial Aid Office with any questions regarding SAP determinations.

Unit Reviews

The FWS Coordinator will do unit checks throughout the semester to ensure that students are enrolled in at least 6 units for the primary terms (summer unit requirements will vary). If a student drops/withdrawals from units, taking their unit count below 6, at any time during the term, the student will lose their FWS Award eligibility. If a student drops below the required units, but subsequently adds units within the same term, they may become eligible again. The FWS program is looking at Title IV eligible units; that means that there is a chance that some enrolled units may not be eligible for FWS. Waitlisted units are not considered in unit counts. Short-term classes will be reviewed on a case-by-case basis.

Worksite Experience Evaluation

FWS Students may be asked to complete a work experience evaluation. If the student worked at more than one worksite in a semester, the student may be asked to complete the evaluation for each worksite, before the semester ends. The evaluation to ensure FWS supervisors are meeting employment standards.

Double Hired

Per SCCCD policy, a Fresno City College FWS student can only hold one student aide position at a time. A student is not allowed to hold concurrent positions to make up the maximum hours per week, or to use the entire work-study award amount.

Nepotism

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 to reassign or transfer any student to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or creates situations that involve other potential conflicts of interest.

Student Aide Responsibilities and Expectations

For the FWS students are at-will employees. Their experience at work should be the same as any other employee, with the understanding that this may be the student's first job. Students should be made aware of supervisor and department work expectations and adhere to the supervisor's conduct guidelines, rules for attendance, tasks, and responsibilities. The expectations are that students be professional and follow pre-established work schedules. Although there is no specific dress code for all FWS students, students should always dress appropriately for the workplace. Please make the student aware of any expectations. All students have the right to work in a safe, clean, and professional working environment. FWS students are expected to 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 while on the clock.

The FWS program was developed to provide opportunities to gain work experience while attending school. It is also a time to learn. While we wish to have students coached in job expectations and to be allowed time to study, unless their job is directly related to the class, study time should be reserved for non-work hours.

Establishing a Work Schedule

Supervisors need to work with the students to establish a work schedule. Supervisors should consider

- student course and exam schedules,
- holidays and breaks,
- the student's FWS award limits,
- and hourly wages

It is the responsibility of the student and supervisor to arrange work schedules based on the award limit and class schedule.

Dismissal Procedures

Student aides, including FWS student aides, are at-will employees. Students participating in the FWS program are expected to treat their assignments as they would at any job. If a 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/regulations prior to termination.

Reassignment After Termination

Students who are terminated and would like to continue in the FWS program may be given an 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 will be considered situationally. 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 the circumstances.

Helpful Tips for Student Workers

PUNCTUALITY Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.	**COMPUTER/INTERNET USAGE** Some student positions require the use of computers, and the internet. Student employees should not use the workplace computers for personal reasons, without permission from their supervisor.
ABSENCE Student employees are responsible for calling their supervisor, in case of absence. All attempts should be made to give as much advance notice as possible	**COMMUNICATION** If you are given a task, and you are unsure of what needs to be done, it is your responsibility to ask questions and seek out help.
PROCESSES Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.	**TASK COMPLETION** If you are assigned a project or specific responsibility, make sure you provide appropriate status updates to the appropriate person(s) and that arrangements are made for completion.
RESPECT It is expected that all employees will be courteous and helpful to others.	**MISTAKES** Your student position is a great opportunity for personal growth. Don't be discouraged if you make a mistake. Learn from it!
CONFIDENTIALITY Work-related information is confidential and should not be discussed with others. Any information (files, student, and employee information) a student may come across during employment is strictly confidential and should not be discussed outside of work, under any circumstances. Any violation of confidentiality will be subject to discipline, up to, and including termination of employment.	**KEEP INFORMED** It is important that you know what is going on around campus and can act as a resource to other students. Represent your department well.
CELL PHONES Student employees are expected to refrain from cell phone usage while working.	**HELP OTHERS** As a representative of one of the College's offices, you will often be dealing with fellow students and visitors. When you see someone, who looks like they may need assistance, offer your support.
DRESS CODE Student employees are expected to report to work in attire that is appropriate for the position. Student employees should check with their supervisors regarding specific departmental dress code expectations.	**CONTINUING EMPLOYMENT** Employment for the next academic year is not automatic. Students will be rehired based on their performance from the previous year. Students interested in continuing employment for the next year should ask their supervisor what procedures they should follow to apply for work.