



FEDERAL TITLE IV WORK-STUDY PROGRAM

Procedures Manual

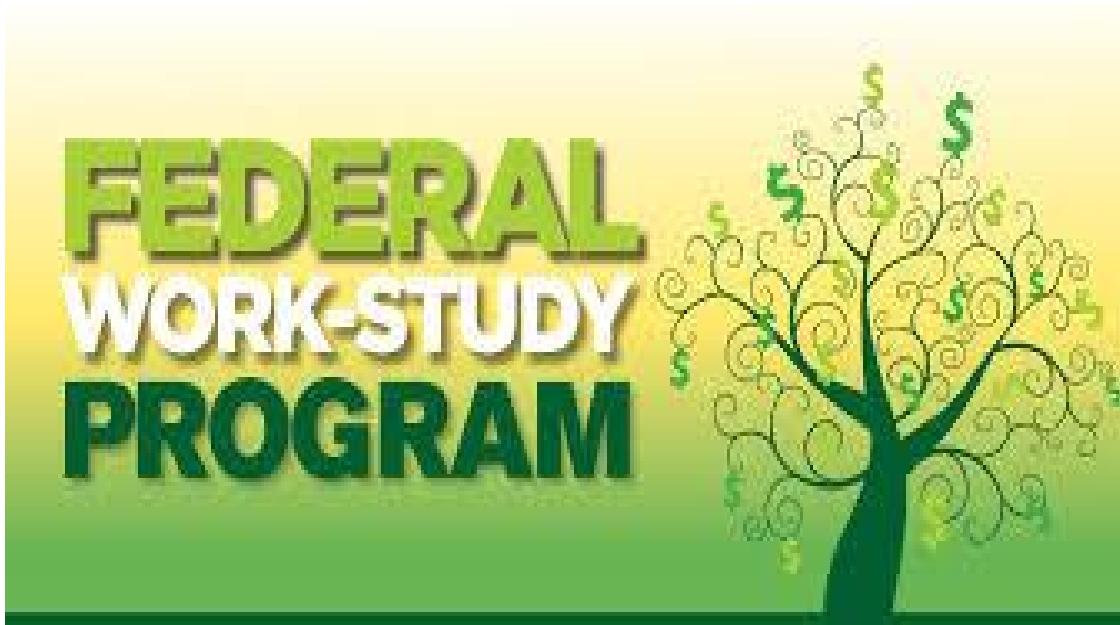
FINANCIAL AID STUDENT EMPLOYMENT

All federal, state and Edgecombe Community College rules and regulations regarding employment and the Work-Study Program are required. None of the policies and procedures contained in this handbook negates or supersedes said rules and regulations.

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WORK-STUDY COORDINATOR CONTACT INFORMATION



FEDERAL WORK-STUDY COORDINATOR: DEVELOPS AND MANAGE THE WORK-STUDY PROGRAM

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FEDERAL TITLE IV WORK-STUDY PROGRAM (FWS)

Edgecombe Community College student employment work-study program provides job opportunities for students with financial need, allowing them to earn money to help pay educational expenses. The work-study program encourages positions in community services and work-related to student program of study.

Although many students will qualify, a work-study award is not offered to all eligible students due to limited funding. The work-study program makes a conscious attempt to support the employment needs of all Edgecombe Community College students to the greatest level possible.

Work-Study Program Objectives:

- To assist students in meeting educational costs to the maximum extent possible.
- To provide job opportunities that complement and reinforce the student's educational program or career goals.
- To regulate employment conditions that are appropriate and reasonable according to the type of work performed.
- To make the student aware of community service work-study job opportunities and encourage them to get involved with local non-profits and government agencies.
- To provide a human resource to Edgecombe Community College.

COMMUNITY SERVICE WORK-STUDY PROGRAM

As a requirement of the Federal Work-Study Program, Edgecombe Community College must advise students of community service opportunities and employ students in community service positions.

For the purpose of the Community Service Work-Study Program, community service is defined as services designed to improve the quality of life for community residents or solve an issue related to their needs. This service includes working in:

- Libraries
- Tutoring

STUDENT EMPLOYMENT WORK AWARD POLICIES AND PROCEDURES

Job Description

A job description is a written document that describes the duties of the job, the skills and the knowledge a successful candidate will need to be hired for the position. A student cannot be hired unless a current job description is on file with the work-study coordinator. Furthermore, every student employee should be able to consult the job description throughout the year to ensure that the student has a clear understanding of their role within that department employed.

Work-Study supervisors hiring for work-study positions are responsible for submitting the job description to the work-study coordinator. Work-Study students may see the supervisor for job descriptions. Any correspondence will be via the Edgecombe Community College student email account.

Qualifications

Fall/Spring Eligibility:

- Be a U.S. citizen, permanent resident, or be an eligible non-citizen (as determined by the FAFSA).
- Complete the FAFSA and demonstrate financial need as calculated by the FAFSA.
- Not in default on a federal student loan or owe a balance on a federal grant.
- Enrolled in an eligible program.
- Complete the federal work-study application.
- Required to meet Satisfactory Academic Progress (SAP). A student whose financial aid had been terminated, are not eligible to participate in the Federal Work-Study Program.

Summer Eligibility:

There are limited federal work-study funds available for the summer semester. Students for the summer semester to qualify must:

- Completed the FAFSA for the same award year semester
- Will need to be pre-registered or registered for the summer semester.
- Students may work 10 - 15 hours per week. Additional hours, the supervisor must obtain prior approved by the work-study coordinator.
- Students should not work more than 5 hours a day without a 15-minute break.

Work-Study Restrictions

In accordance with the federal work-study regulations is impermissible for a student utilizing work-study findings to compensate for work performed while the student is expected to be in class. Further, a student shall not be allowed to be compensated for studying while at their work-study job. It is not permissible for a student to be compensated for work performed outside their positions assigned workplace or for work performed outside the scope of regulated business hours (i.e., student may not take assigned work home). The expectation may be granted for a student working at a sanctioned work event. A supervisor should contact the work-study coordinator in advance for approval if a situation arises in which a work-study student is needed to work outside the regular place of business or normal hours of business. Failure to provide and ensure these work duties expectations may result in the suspension of a Department's access to the work-study funds.

Work-Study Award

Students may only have one work-study award position at a time. All work-study funding is awarded on a first-come-first-come basis. Work-study funding is a highly desirable form of financial aid; unfortunately, the College is not allocated enough work-study funding to award all students that show financial aid eligibility. Students are awarded federal work-study once all forms and documents are received, processed and approved.

Award Reduction

If a student with a work-study award receives any additional financial aid (including but not limited to scholarships, grants, or federal student loans) it may be necessary for the financial aid office to adjust their work-study award accordingly. Students should contact the work-study coordinator directly concerning all award changes.

Federal Work-Study Allocation

Allocations are the amount of money available for students to earn each semester. Students are not allowed to exceed award allocation. It is the supervisor's responsibility to monitor the work-study students' time to ensure that they do not exceed their allotted number of hours. The work-study coordinator will monitor students' earnings. If a student exceeds their award allocation, the student will be terminated from their work-study position.

Work-study students are also responsible for monitoring their hours and earnings. It is important that the student use the pre-taxed amount they earn, as opposed to the amount received after taxes, in tracking their total earnings.

Funds not earned on the federal work-study program will be lost and will not be carried over to the next academic year.

Work-Study Wages

Students employed through the federal work-study program will be paid only for the hours worked at a rate of \$8.00 per hour. Students receive a paycheck as a deposit on the last working day of the month unless the date falls on a weekend or a holiday, in which case the student will be notified of the date.

Maximum Hour per Week

The number of hours students work may vary. Students generally work 10 hours per week each semester as outlined in the Edgecombe Community College catalog.

Exceptions may be made to allow students to work more than 15 hours per week; however, the student shall not exceed 20 hours in any giving week without prior approval of the work-study coordinator (approved exceptions: registration, events, etc.). A student may not work over 8 hours a day and should take a 30-minute break.

Application, Interviewing, and Hiring Process

The work-study application is available on both the campuses and online via the college website. A student becoming hired as a work-study student must complete a work-study application and the required work-study hiring documents at the start of every academic year.

Supervisors must submit a work-study request form and receive notification from the work-study coordinator for approval before hiring a work-study student. Supervisors must also confirm with the work-study coordinator that the student they intend to hire is eligible for work-study. Supervisors must also interview the student to determine compatibility for the position (See interviewing tips). Once the supervisor completes the interview process the supervisor should forward hiring documents to the work-study coordinator.

Please note that the following items are required and must be completed after a student is determined eligible for hire and beginning Edgecombe Community College Federal Work-Study Program for employment:

- ECC Federal Work-Study Application
- ECC Federal Work-Study Guidelines Agreement
- ECC Federal Work-Study Confidential Agreement
- ECC Federal Work-Study Contract
- ECC Federal Work-Study Personal Data Entry Form
- IRS I-9 Employment Eligibility Verification
- IRS W-4 Form
- IRS NC-4 Form

Interviewing Tips:

Interviewing will help you understand the supervisors' expectations, reveal qualifications, work experience, and work attitude. When interviewing for a work-study position, it is a real interview as any other job interview. This is a great opportunity you can use when you are interviewing for jobs after graduating. Dress appropriately, be on time, and bring a resume if you have one.

Sample Interview Questions:

- Why you are interested in the work-study program?
- How will this job relate to your program of study and career goals?
- What type of experience do you have with (position applied/interviewing for)?
- Tell me about a time when you encountered a difficult customer. What did you do or how did you handle it?
- Tell me about a time when you had to make a tough decision, but did not have all the information you need.
- How do you plan to balance your class schedule, assignments, and work-study job?
- Where do you see yourself in 3 – five years?
- What is your philosophy of success?
- What are your long/short-term goals? How do you plan to achieve them?

TERMS AND CONDITIONS OF EMPLOYMENT

Period of Enrollment

The academic year (AY) for work-study begins July 1st – June 30th

For fall and spring semester awards, the student may begin their work-study employment on the 1st day of class if students were not previously employed for the summer semester. Students can work during the summer semester proving there are funds available and the student intends to continue enrollment the following semester. To qualify for the summer award, students must pre-register for the fall semester and have submitted their Free Application for Federal Student Aid (FAFSA) for the upcoming school year; however, students do not have to be enrolled for the summer semester of the upcoming school year.

Graduation

Students with a work-study award are not permitted to work after they have graduated. The last day for the student to use their work-study award is the last date given for the semester for the students' last semester of enrollment.

Worked Hours

Edgecombe Community College is committed to the philosophy that academic pursuits come before all else and to support students. The work-study coordinator strongly advises students not to work more than 6 - 8 hours per day without a 30-minute break nor to exceed 20 hours per week without prior approval of the work-study coordinator (exceptions: registration, college events, etc.).

College Holidays/Student Breaks

Work-study students are prohibited to work on student breaks and on official holidays when the college is closed. However, if a supervisor's office must remain open during an official holiday or during the student's break, a student is permitted to work if a supervisor is present. Work-study students cannot receive higher pay for work performed on a holiday.

Breaks and Lunches

Typically, if a student works more than 4 hours at a time, they should take a 15-minute break. Students may not work through a break and get off early. An unpaid lunch hour is given to students who work more than 5 hours per day should take a 30-minute break and must reflect on the timesheet.

Timesheets

A work-study student employee timesheet days and weekly hours must be verified and approved by their supervisor before being submitted to the work-study coordinator. Timesheets should be submitted on the **1st NO LATER THAN THE 5th of EACH MONTH** unless otherwise notified. The time reported is for the previous month.

Time reported on the timesheet must reflect the whole hour, thirty minutes, or fifteen-minute increments. In addition, the electronic copy of the timesheet must be printed and signed by both the student and supervisor and then submitted to the work-study coordinator.

If a supervisor submits a timesheet to the work-study coordinator after the stated deadline, the work-study student employee will not get paid until the next pay period. As most of the work-study student employees depend on the wages earned through their work-study employment, it is imperative supervisors monitor, record, verify daily and weekly hours as well as monthly total hours and pay. All timesheets are approved by supervisors before submitting to the work-study coordinator within the appropriate timeframe.

Paychecks

Work-study student employees are paid direct deposit or paper check at students request. Students working on the Tarboro campus may pick up check from the Business Office and students on the Rocky Mount campus may receive a check for the Administrative Office with valid picture identification. If work-study fails to pick up their paychecks prior to the end of the work-day on the day checks are issued, the check will be mailed to the home address on file in Colleague. For direct deposit, an authorization agreement for automatic deposit form must be completed and the student must either attach a voided check or direct deposit authorization form bank institution. Direct deposit funds will be available on the day checks are issued.

Tax Information

Money earned through the federal work-study program is subject to state and federal taxation. Federal and state tax withholding is calculated from information provided on the students IRS W-4 and NC-4 forms. Students can expect an IRS W-2 form mailed to their home address Mid-to-late January.

Performance

Work-study students are responsible for their actions while working. Students should:

- Treat everyone with an efficient, pleasant, and service-oriented attitude.
- Immediately bring to the supervisors' attention, any questions, problems or concerns pertaining to the job (e.g. conflicts with academic work requirements or exams).
- Perform the duties and job responsibilities as assigned to the best of their ability and in a timely manner.
- Dress appropriately for the job as specified by the employer.
- Maintain a clean and orderly station.
- Refrain for offensive or undesirable behavior or language

Employee Performance Appraisal

Edgecombe Community College's FWS Program offers students a career-enhancing opportunity, the ability to develop skills relevant for future careers, and preparation for the job market upon graduation. Each semester supervisors must evaluate work-study student performance and provide an opportunity to discuss suggestions for improvement.

The work-study supervisor will discuss the evaluation with the student then a copy of the evaluation will be maintained in the work-study students' file. This is an opportunity for the work-study student to provide feedback and ask questions about the job expectations. The evaluation may be used as a reference for future employment. A signed release form will also be retained in the student file at the discretion of the work-study student.

WORK-STUDY STUDENT EMPLOYEE

Responsibilities

As an Edgecombe Community College work-study, students are temporary employees, responsible for adhering to all policies and procedures in the Federal Work-Study Handbook, and are expected to:

- Demonstrate Integrity and Reliability.
- Arrive to work on time. Adhere to work schedule assigned by supervisor. Contact supervisor for a possible request of any time off, not reporting to work or late arrival.
- Provide proper notification to his/her supervisor and work-study coordinator of resignation and or transfer.
- Use work time for work-related duties only.
- Attend classes as scheduled
- Stay abreast and on time with class assignments and exams.
- Monitor and complete timesheets accurately along with days and weekly hours verified and approval from their supervisor in a timely manner.
- Be able to take directions, follow instructions, ask questions, and provide feedback.
- Keep socialism to a minimum.
- Display, at all times, professionalism and etiquette.
- Wear proper attire.
- Respect confidentiality of the College, student records, and all information encountered at work. Breach of confidentiality and any act of dishonesty will be cause for immediate termination from the work-study program and expulsion from the College.

Cell Phones Usage

There may be time for personal calls at work, work-study student's cell phone should be on vibration mode, and usage should be limited, and used in the case of emergencies during working time.

CHANGING POSITION of EMPLOYMENT

Resignation

A student employee who wishes to resign from job employment should give his/her supervisor verbal notice. To resign from a position, the student must submit the Resignation Form with a supervisor or the work-study coordinator. If signed with a supervisor, the supervisor must submit a signed copy to the work-study coordinator. A copy of the form will be retained in the student record and personnel file.

Transfer

Students may transfer positions provided they properly resign from their current position. To transfer from a position, the student must give their supervisor and the work-study coordinator a verbal notice then sign the 'Transfer Form' with a supervisor or work-study coordinator. If signed with a supervisor, the supervisor must submit a signed copy to the work-study coordinator. A copy of the form will be retained in the student record and personnel file.

DISCIPLINARY ISSUES AND ACTIONS

The work-study program offers the following guidelines to handle disciplinary issues with work-study student employees:

Corrective Action:

It is recommended that work-study student employees are hired for the duration of the academic year. However, it is understood that conflict may occur, and corrective action is necessary.

1st Occurrence: *Verbal Discussion*

The work-study student employee should receive an initial, verbal warning from their immediate supervisor.

2nd Occurrence: *Written Statement*

The work-study student employee should receive a written warning outlining all infractions and possible ways to remedy the problem. Work-study positions are real jobs; therefore, a written warning is professional and unbiased.

3rd Occurrence: *Termination*

In the event of dismissal is necessary, the supervisor must submit a letter to the work-study coordinator explaining the incident. This letter must be signed by the supervisor and the student employee. The letter will be maintained in the student file and personnel file.

Immediate Termination

If a student employee's actions place him/her self or others in danger or physical harm, the supervisor may reason it necessary to dismiss the student without prior warnings. A copy of the form will be retained in the student record and personnel file.

The following may also be a reason for immediate dismissal:

- Breach of confidentiality.
- Lack of communication with supervisor/not reporting to work
- Theft or other criminal activity.
- Being under the influence of drugs or alcohol while on duty.
- Falsification of timesheets.
- Not maintain Satisfactory Academic Progress (SAP), student aid is suspended or terminated.

Denial

A work-study applicant may be denied due to various reasons in accordance with the Federal Work-Study Handbook and Federal and State Regulation. The applicant will be notified of the decision. A copy of the form/documents will be retained in the student record.

Appeal

A work-study student may appeal by submitting the proper form to the Work-Study Coordinator and Director of Financial Aid for a final decision. The appeal form may be collected from the work-study coordinator. A copy of the form will be retained in the student record and personnel file.