

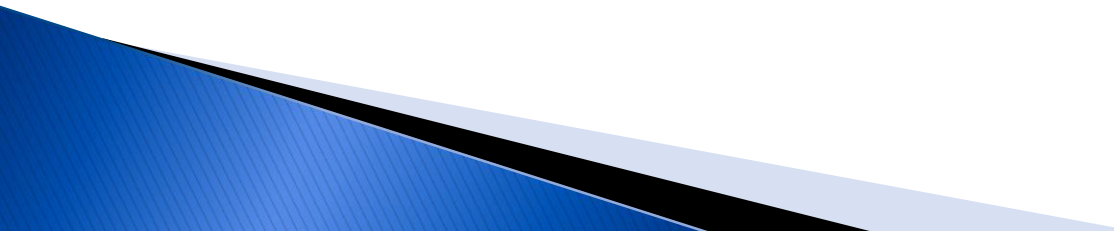
# **Federal Work-Study Work Site Supervisor Orientation**




**CONTRA COSTA COLLEGE**

**2017-2018 Award Year**

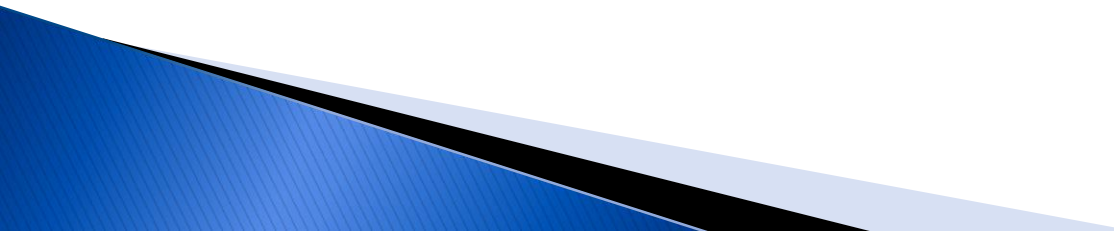
# What is Federal Work-Study?

- **FWS is a financial aid award made to students who meet specific federal eligibility requirements.**
  - **FWS is a federally funded program.**
  - **Qualified students can work part-time and earn a monthly pay check as part of this federal grant program.**
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# What are the benefits of having a FWS job?

- ✓ **Students can gain valuable work experience in a comfortable environment.**
  - ✓ **All FWS jobs must work around the student's class schedule, so there are never any conflicts between work and school for the student.**
  - ✓ **Any wages earned will not affect the student's financial aid eligibility for next year because FWS is considered a grant.**
  - ✓ **Students get a great opportunity to make money that can help meet their school expenses.**
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# Federal Work Study Regulations

- ✓ **FWS job opportunities must be made reasonably available to all qualifying students.**
  - ✓ **When practical, the job should complement and reinforce the student's educational program/major.**
  - ✓ **Awards are based on financial need, as determined by the FAFSA.**
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# 2017-2018 Federal Work-Study

- ✓ **The total FWS allocation for CCC has reduced from 2016-2017 to 2017-2018.**
- ✓ **The 2017-2018 allocation will allow us to fund a total of 42 FWS positions, to be distributed among participating departments.**
- ✓ **FWS funds will be awarded first to continuing students (at the request of the supervisor, if eligible), and then to students who completed the FAFSA early and indicate an interest in FWS.**
- ✓ **Students who are not offered an FWS award initially may visit the Office of Financial Assistance to be placed on a Waiting List starting August 1.**

# Federal Work-Study Awards

- ✓ The standard FWS award amount per student is \$3,000 for the academic year (fall and spring).
- ✓ For students earning \$10.54 per hour, this award allows for approximately 7 hours per week.
- ✓ Students who work more than 7 hours per week will use their FWS award amount more quickly.
- ✓ When a student exhausts their FWS award amount, they will be terminated from the FWS program (unless excess FWS funds become available or you agree to pay them from your department budget).

# Monitoring FWS Award Amounts

- ✓ Both students and supervisors are responsible for monitoring FWS earnings.
- ✓ Once a student earns 100% of their FWS award amount, their job is terminated for the academic year (or they may continue their employment on the department's budget, unless excess FWS funds are available).
- ✓ ***Any student earnings beyond the approved FWS award amount must be paid out of the department's budget.***



# How do students find an FWS job?

- ✓ Once a student is awarded FWS, the Office of Financial Assistance will notify the student by email.
- ✓ This email will include the FWS Job Listing.
- ✓ Students are responsible for reviewing the job listing and contacting the supervisor for jobs they are interested in.
- ✓ You should then start receiving calls from students to inquire on your FWS job opening – ***make sure the student has been awarded FWS.***
- ✓ The Office of Financial Assistance will also provide Supervisors with a list of FWS awarded students so you may contact students directly.



# Hiring Process

- ✓ **Determine your own hiring process! You may consider including all or some of the following:**
  - Paper application
  - Personal interview
  - Written Skills test
  
- ✓ **Once you have selected a student to hire, complete the FWS Student Contract and Employment Card**
  - Student and Supervisor complete and sign the FWS Student Contract and Employment Card
  - Submit both to the Office of Financial Assistance

# **Mandatory FWS Student Contract**

- ✓ **The FWS Student Contract outlines all of the regulatory requirements of the program, as well as expectation of the student worker and the supervisor.**
- ✓ **The student and the supervisor are required to sign the contract. Please review its contents carefully before signing!**

# Employment Processing

- ✓ **The Office of Financial Assistance will review the FWS Contract and Employment Card, finalize the FWS Award Amount, and sign.**
- ✓ **If the student is a New Hire: the student will be notified to pick up the Employment Card and take it in to HR to complete the hiring process.**
- ✓ **If the student is a Re-hire: the Supervisor will be contacted to pick up the Employment Card.**

# When can the student start work?

- ✓ **New hires: after the student has completing the hiring process with HR, you will be notified by HR when the student can start working.**
- ✓ **Re-hires: the student is OK to start working after you receive the Employment Card back from the Office of Financial Assistance.**
- ✓ ***Remember: DO NOT start the student working until one of the above has occurred!***

# The Rules of FWS

Students working under FWS funds must:

- ✓ Be enrolled and attending at least 6 units at all times – this does not include waitlisted classes!
- ✓ FWS students cannot work more than 20 hours per week, though less may be recommended depending on the student's class load and FWS award amount.
- ✓ FWS students are NOT permitted to work during scheduled class time, **even if the class is cancelled or let our early!**

# Tips to Successfully Supervise FWS Student Workers

- ✓ Establish a regular work schedule.
- ✓ Treat it like a “real” job – set your own departmental rules and protocols that the student must follow and *review these with the student* on their first day on the job.
- ✓ *Never* allow a FWS student to work during scheduled class time.
- ✓ Establish a process to ensure that time cards are completed and submitted on time – late time cards = late paychecks!

# What if my student can no longer continue working?

- ✓ **Contact the Office of Financial Assistance immediately if your FWS student stops working or becomes ineligible to continue working (e.g. drops below 6 units).**
- ✓ **We will re-open the position for new FWS students to apply.**
- ✓ **Keep in mind that, the replacement student's FWS award amount may be less based on the earnings already received for that position.**



# What happens if the student I hired isn't working out?

- ✓ Remember, this may be their very first job.
- ✓ Set protocol and guidelines for the student to follow when they are hired.
- ✓ Make sure they know what your expectations are.
- ✓ Give the student at least one warning before terminating.
- ✓ If you decide that you need to terminate a student, inform the Office of Financial Assistance right away.

# Questions??

**Monica Rodriguez**

**[mrodriguez@contracosta.edu](mailto:mrodriguez@contracosta.edu)**