



Student Eligibility...

Federal Work-Study HR Basics

- The student must be approved for a Federal Work-Study position by the Financial Aid Office before beginning employment.
- Approval Form must be submitted to Nunez Human Resources Department

Termination of Employment

The employer (NUNEZ COMMUNITY COLLEGE) may terminate a student from FWS.

Acceptable reasons for termination include, but are not limited to:

- Exceeding award
- Withdrawal or termination from school
- Unsatisfactory academic progress
- Unsatisfactory job performance

The employer or the school should use the termination form to communicate the termination of the student.

Hourly Wage Rates

The wage to be paid under the FWS program is \$8.00 per hour. No maximum wage rate is set under the Federal Work-Study/ Community Service program. It is up to the school to determine a reasonable pay rate for the duties performed.

Calculation of Hours Worked

Compensation under the program must be computed on an hourly wage rate basis. Because of the "hour's-pay-for-an-hour's-work" rule, no compensation may be given for holidays not worked, vacation pay, sick leave, lunch breaks, etc. With respect to the latter, it is important that student time sheets make provisions for a sign-out and sign-in for any meals for extended work time over 4 hours.

Maximum Hours per Week

- The maximum number of hours is 20 per week; however, any special allowances must be approved by a Financial Aid Office Administrator.
- Students are NOT allowed to work during class hours (this would be the scheduled time a student should be in class).
- The **Supervisor** will review the student's time sheet to ensure that the student is not working while they should be in class.
- Additionally, Nunez Community College staff will counsel students if they appear to be working too many hours which could adversely affect their educational studies.

Federal Work Study Processing

1. Student contacts the supervisor listed for position and arranges an interview.
2. Supervisor will contact HR Coordinator to see if the student is eligible.
3. If student is eligible, Student and supervisor must complete the Work Study Application Packet and request for background check.
4. Supervisor submits completed forms to Human Resources Department
5. Student begins work assignment contingent upon the background check on the start date assigned by the HR Office.
6. An e-mail will be sent out to inform supervisors when a student can start working.

Federal Work-Study Student Guidelines

Hiring Procedures

1. All Student Employee Action Request Forms must be completed at or before the beginning of the fall and summer semester, (completion for spring semester required only if the student did not work during the fall).
2. Students must be enrolled in at least six credit hours to be eligible for Federal Study.
3. No student may work for more than one department simultaneously at any time.
4. A Non-Enrollment Employment Form must be submitted to the Student Financial Assistance Office for each student working the non-enrollment (between semesters) period. Otherwise, the student will not be allowed to work.
5. Any student desiring to participate in the college Work-Study program must submit a copy of their Social Security Card with their Student Employee Action Request Packet and a current Picture ID.
6. All students must have a valid Social Security Number on file in the Registrar's Office in order to be approved for a Work-Study assignment.

Federal Work-Study Work Procedure

- Work-Study students are only allowed to work 20 hours per week during the semester, while classes are in session unless given permission by a Financial Aid Director
- Only during periods of non-enrollment and between semester breaks are students allowed to work 20 hours per week as identified by the Work-Study Coordinator.
- Even if the classes are cancelled, the students are not allowed to work.

Federal Work-Study Mannerism/Professionalism While on Site...

1. All students must conduct themselves in a professional manner. Be respectful and polite to all students, employees and visitors.
2. Appropriate attire is required at all times. No hats, stocking caps, hoods, do-rags, skull caps, ear phone/plugs, or clothing revealing inappropriate body parts can be worn in the office.
3. All cell phones must be placed on vibrate and not to be used during working hours unless it is an emergency! All office phones are for official business, not personal use!
4. All office computers are for office work. No homework, studying, downloading music, entertaining friends/family or surfing the web are allowed during working hours. No iPods, personal laptop computers, etc. can be used during working hours.
5. If students are unable to report to work at their scheduled time they must contact their respective supervisors. Therefore, supervisors should provide all student employees with a phone number to contact the appropriate person(s). Continued absenteeism can result in termination.
6. No student may work for more than one department simultaneously at any time.
7. Students are not allowed to work during their scheduled class time. When a scheduled class has been changed, they must submit a new schedule to the supervisor.

Payroll Processing

Federal Work Study Students timesheets should be submitted via your LoLA account.

Supervisors must verify and approve their worker's time sheet according to the Payroll submission deadlines to avoid disruption with their Student's paycheck.

Failure to submit time sheets on time (noon on the Wednesday following payday unless specified otherwise) to the Supervisor can *cause a delay in processing*.

- Any problems concerning student(s) not receiving their payroll check should be directed to Payroll Department.

- An e-mail will be sent out (from Human Resources confirmed by Financial Aid) to inform supervisors as to when a student can start working as well as when a student is running out of work-study funds.