

FEDERAL WORK-STUDY

Program Handbook

for Students and Supervisors

2011-2012



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DESCRIPTION/STUDENT ELIGIBILITY

DESCRIPTION OF PROGRAM

The Federal Work-Study Program (FWS) is a federally funded Financial Aid Program for students who have a documented need for financial assistance in order to continue their post-secondary education. The primary goal of the program is to offer students an opportunity to earn a portion of their college costs. A secondary goal is to offer students actual work experiences, hopefully relating in some way to their vocational interests.

Daemen Work Program is an institutionally funded Financial Aid Program for students who do not have a documented need for financial assistance. The primary goal of the program is to offer students with special skills the opportunity to earn a portion of their college costs. Work Program students are primarily employed as teaching assistance and tutors.

STUDENT ELIGIBILITY

Eligibility for participation in the Federal Work-Study Program is determined by the Daemen College Financial Aid Office on the basis of a Financial Statement (FAFSA). Besides having a documented financial need, a student must:

- 1) be matriculating at Daemen College
- 2) be capable of maintaining a good academic standing
- 3) be a U.S. citizen or permanent resident

The Financial Aid Office cannot guarantee a job for all students who may be financially eligible. However, every effort will be made to assist the student to find employment.

RESPONSIBILITIES FOR THE FEDERAL WORK-STUDY PROGRAM

The Financial Aid Office . . .

- 1) Determines student eligibility for employment.
- 2) Notifies students as to their eligibility.
- 3) Refers students to the various FWS Department Supervisors for job placement.
- 4) Files necessary Withholding and Affidavit of Educational Purpose forms.
- 5) Certifies Time Reports and delivers same to the Payroll Office for processing.
- 6) Notifies students who are approaching their maximum earnings.

The FWS Supervisor . . .

- 1) Explain the function of the department/office. Provide a detailed description of work-site duties and the performance standards expected. Orient the student in detail to his/her role in the department.
- 2) Provide hours of operation. Discuss variations in work schedules during holidays and examination periods, and emergency closings.
- 3) Completes a FWS Request Form, listing the Work-Study needs for that department and job description.

- 4) Interviews prospective employees to make sure the student will be suitable for the functions of that department. Note: the maximum dollar amount the student may earn is listed on the authorization card. Students cannot go over total award allocation. Student employees are not obligated to earn the full amount of the work-study award. The amount awarded is the most the student may earn. Supervisors should designate an alternate supervisor to sign the authorization card. When a timesheet is turned in without an authorized signature, the student will not be paid until the next payroll period.
- 7) Discuss work schedules. Be certain work schedule does not conflict with the student's class schedule.
- 8) Provide a safe work space. If the student reports an accident or injury, follow campus emergency procedures if needed. The Director of Health and Insurance Services should also be contacted at ext. 8446.
- 9) Provides the students with enough meaningful work to keep them busy.
- 10) Accepts responsibility for the completeness, accuracy and timeliness of all Time Reports for students assigned to that job area.
- 11) Signs students' Time Reports
- 12) Delivers timesheets to Financial Aid Office by deadline date. Work-Study students may be designated to deliver timesheets only if they are in a sealed, signed envelope. Students will not be paid until next payroll period when a timesheet is turned in too late for processing.
- 13) Complete Student Evaluation Sheet.
- 14) Discuss the personal conduct and dress code expected at the work site.
- 15) Describe possible confidentiality issues that the student will face while working. Define your area's policy and procedures for maintaining confidentiality and ensure that your student worker understands your expectations.
- 16) Discuss the student's responsibilities while using college facilities and equipment.
- 17) Set a good example. Treat the student employee the same as all employees are treated and in accordance with College, state, and federal regulations.
- 18) Keep lines of communication open.

GROUNDINGS FOR TERMINATION OF WORK-STUDY STUDENTS

- 1) Breach of confidentiality.
- 2) Theft, dishonesty.
- 3) Use and/or possession of illegal substances.
- 4) Unprofessional behavior, (e.g. harassment, inappropriate language, jokes, pictures).
- 5) Failure to meet responsibilities of the work-site, (e.g. excessive and/or unexplained absences or tardiness, unsatisfactory performance, failure to follow supervisors directives, failure to work cooperatively and respectfully with others).
- 6) Misuse or abuse of College resources (e.g. equipment).

PROCEDURES FOR TERMINATION OF WORK-STUDY STUDENTS

- 1) The supervisor advises the student regarding his/her unsatisfactory performance and discusses expectations for improvement.
- 2) If the student does not exhibit noticeable improvement within the specified time discussed, the supervisor gives a verbal notice to the student and a written notice to the work-study coordinator that the student is being terminated at this work site.
- 3) The student may or may not be placed at another work site by the work-study coordinator depending on the nature of the ground(s) for termination.
- 4) Gross misconduct by a student employee may also lead to disciplinary procedures as outlined in the Student Code of Conduct, found in the Student Handbook.

The FWS Student Employee...

The work you do is important! You are representing yourself, your work site, and Daemen College. Conduct yourself as you would in any employment situation.

- 1) Makes an appointment at the Financial Aid Office once the FWS award has been finalized. From there the student is sent to a FWS Department Supervisor for job placement.
WORK DONE WITHOUT A SIGNED AUTHORIZATION CARD, COMPLETED WITHHOLDING, AND EMPLOYMENT ELIGIBILITY VERIFICATION WILL NOT BE PAID FOR BY THE FEDERAL WORK-STUDY PROGRAM.
- 2) Students may work only for the department they are placed; changing departments is not allowed.
- 3) Be as specific as possible when submitting your suggested work schedule. Be certain your work schedule does not conflict with your class schedule. Manage your study and personal time effectively. Request for changes in your work schedule during the semester can be disruptive to work site operations; they should be avoided and may be denied at the discretion of the supervisor. Ask if there are any times when you may also study during your work period (e.g., while staffing a reception desk), remember that this decision is up to your supervisor.
- 4) Maintain a respectful, courteous, sensitive, and cooperative attitude. Maintain professionalism in your contact with other students, faculty, staff, administrators, parents, and visitors. Treat co-workers and everyone who comes to your area as you would want to be treated.
- 5) Reports to work on schedule and on time. Contact your immediate supervisor if you are unable to come to work as scheduled. State a reason. Absences and tardiness are grounds for termination.
- 6) Meet the specific set of standards of your work site. Discuss your job description and responsibilities with your immediate supervisor who will provide the necessary training and guidance at the work site. Ask questions if your responsibilities are not clear to you.
- 7) Dress appropriately for the work site. Maintain a clean and neat appearance.
- 8) Completes and signs the Bi-Weekly Time Report.
- 9) Manifests an interest in the work and an effort to complete the work to the best of the students ability.

- 10) Maintain complete confidentiality regarding phone calls, conversations, and documents. Do not discuss any confidential information to which you may have access. Violation of this policy is grounds for immediate termination.
- 11) Answer phone calls courteously. Follow any specific directions given by your supervisor for handling calls and messages. Refer questions you are unable to answer to the appropriate office or individual, or offer to check and get back to the caller if appropriate.
- 12) Local personal phone calls may be made when necessary. Turn off cell phones. Socializing on the phone or with in-person visitors is unacceptable.
- 13) Follow your supervisor's guidelines for any personal use of office computers, photocopy machines, etc. All users of College computers are responsible for following the College's acceptable use policies posted on the Computing Services web page.
- 14) Complete all assigned tasks in a timely and accurate manner.
- 15) Be aware of safety issues at your work site and know your responsibilities to assure safety at the site. If an accident or injury occurs, report to the supervisor immediately.
- 16) Strives to maintain an adequate academic record as well as a good employment record.
- 17) Gives sufficient notice to the supervisor if termination of employment should be necessary.
- 18) Daemen Work Program students should fill out **Green** timesheets. Federal Work-Study students should fill out **White** timesheets. Filling out the wrong color timesheet will prevent your paycheck from being processed.
- 19) Earned compensation is given in the form of a paycheck, not as a credit towards a college bill.

The Personnel/Payroll Office, DS Room 126...

- 1) Process Time Reports.
- 2) Distributes checks to student employees. Student I.D. must be presented.

LIMITATION OF THE PROGRAM

Students are limited to working a maximum of ten (10) hours per week while classes or exams are in session. During vacation periods, the weekly maximum becomes 35 hours. Supervisors are asked to submit names of students who wish to increase their weekly hours during vacation periods so that these hours may be calculated into the student's hours per week formula. A student who neglects to tell the Financial Aid Office may run out of money before the end of the spring semester. No overtime will be allowed; no future compensation for overtime work will be granted.

According to New York State Labor Law, an employee is required to take a one-half hour break for every span of six (6) hours worked.

Student payment is strictly by the hour. If a student misses any time due to illness, holiday, or any other reason, the student is not paid or given credit for the time missed. In addition, the student is not paid for any breaks.

Students may not continue work once their FWS award has been earned. For example, if a student has been granted \$500 in FWS funds, that student's employment will be terminated once \$500 has been earned. Students nearing their award limit should make an appointment at the Financial Aid Office to determine if added funding is available.

Any incorrect Time Reports will be returned, and student payment will not be issued.

Any late Time Reports will be processed in the following pay periods.

WORK-STUDY PAYROLL SCHEDULE FOR 2011-2012

| <u>PAY PERIOD</u> | <u>DUE DATE*</u> | <u>PAY DATE</u> |
|-------------------|------------------|-----------------|
| MAY 08 – MAY 21 | MAY 23 | JUNE 01 |
| MAY 22 – JUNE 04 | JUNE 06 | JUNE 15 |
| JUNE 05 – JUNE 18 | JUNE 20 | JUNE 29 |
| JUNE 19 – JULY 02 | JULY 05 | JULY 13 |
| JULY 03 – JULY 16 | JULY 18 | JULY 27 |
| JULY 17 – JULY 30 | AUG 01 | AUG 10 |
| JULY 31 – AUG 13 | AUG 15 | AUG 24 |
| AUG 14 – AUG 27 | AUG 29 | SEPT 07 |
| AUG 28 – SEPT 10 | SEPT 12 | SEPT 21 |
| SEPT 11 – SEPT 24 | SEPT 26 | OCT 05 |
| SEPT 25 – OCT 08 | OCT 10 | OCT 19 |
| OCT 09 – OCT 22 | OCT 24 | NOV 02 |
| OCT 23 – NOV 05 | NOV 07 | NOV 16 |
| NOV 06 – NOV 19 | NOV 21 | NOV 30 |
| NOV 20 – DEC 03 | DEC 05 | DEC 14 |
| DEC 04 – DEC 17 | DEC 19 | DEC 28 |
| DEC 18 – DEC 31 | JAN 02 | JAN 11 |
| JAN 01 – JAN 14 | JAN 16 | JAN 25 |
| JAN 15 – JAN 28 | JAN 30 | FEB 08 |
| JAN 29 – FEB 11 | FEB 13 | FEB 22 |
| FEB 12 – FEB 25 | FEB 27 | MAR 07 |
| FEB 26 – MAR 10 | MAR 12 | MAR 21 |
| MAR 11 – MAR 24 | MAR 26 | APR 04 |
| MAR 25 – APR 07 | APR 09 | APR 18 |
| APR 08 – APR 21 | APR 23 | MAY 02 |
| APR 22 – MAY 05 | MAY 07 | MAY 16 |

*Timesheets are due in the Financial Aid Office by **NOON**.
If Monday is a holiday, timesheets are due the preceding Friday by 3:00 p.m.

If you will not be on campus on a scheduled payday, please leave a stamped self-addressed envelope in the Student Accounts Office.

Please make sure you fill out the **PROPER COLOR TIMESHEET** or **YOU WILL NOT BE PAID UNTIL THE PROPER TIMESHEET IS SUBMITTED.**

FORMS USED IN COLLEGE WORK-STUDY PROGRAM

- 1) **FWS Request Form/Job Description...**
Completed by FWS Supervisor. Returned to and retained by Financial Aid Office.
- 2) **Authorization Card...**
Completed by Supervisor. Returned to and retained by Financial Aid Office.
- 3) **FWS Time Report...**
Completed in pen bi-weekly by FWS Student and sent to Supervisor. Returned to Financial Aid Office, validated and sent to Payroll Office for processing.
- 4) **FWS Student Evaluation Form...**
Completed by FWS Supervisor. Returned to and retained by the Financial Aid Office.

SUMMER WORK

How Can I Apply For Summer Work Program?

Some questions are often raised about Summer Work Program. Here are a few answers to your questions that will help you.

- 1) You should fill out all necessary forms by **March 1** for a summer job. Pick up your necessary forms at the Financial Aid Office, Room 111, Duns Scotus. Your 2012-2013 FAFSA must be on file at the Financial Aid Office before you can be considered for employment.
- 2) Notify the Financial Aid Office in late April that you are interested in summer employment.
- 3) Jobs are given on a first-come, first-served basis. If a student is not attending classes, he can work on a full-time basis (35 hours per week). These hours are scheduled at the discretion of the supervisor.
- 4) Every student employee, unless that student will graduate at the summer's end, **MUST** be planning to return to the college. If a student's plans change, the student is required to inform the Director of Financial Aid – **IMMEDIATELY**.

NON-DISCRIMINATION & EQUAL OPPORTUNITY POLICY

Daemen College is committed to compliance with its obligations under Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans and Disabilities Act, the Age Discrimination in Employment Act, Executive Orders, the New York State Human Rights law, and other applicable anti-discrimination laws. Any employee found to have acted in violation of our policy shall be subject to appropriate disciplinary action, which may include discharge. Daemen College is committed to offering educational and employment opportunity based on ability and performance in a climate free of discrimination.

It is the policy of Daemen College to provide all students, applicants, and employees' equal access to all programs, facilities, and employment opportunities without regard to race, sex, sexual orientation, carrier status, genetic predisposition, age, religion, national origin, marital status, veteran status or disability. Daemen College will also provide reasonable accommodations for qualified individuals with disabilities so that they may enjoy all the privileges of employment.

Among the forms of discrimination prohibited by the College is unlawful harassment, including sexual harassment. The college will also endeavor to protect students and employees, to the extent possible, from reported harassment in the workplace by students, vendors, or other non-employees.

- 1) **Unlawful sexual harassment** includes unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status; (b) submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individuals; (c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or educational environment.
- 2) **Unlawful harassment** is defined as verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of his or her race, gender, age, sexual orientation, religion, national origin, marital status, veteran status, disability, genetic predisposition or that of his/her relatives, friends, associates, and which: (a) has the purpose or effect of creating and intimidating, hostile, or offensive

or effect of unreasonably interfering with an individual's performance; (c) adversely affects an individual's employment or educational opportunities.

Employees and students are encouraged to promptly report any conduct that they believe violate these policies. Detailed discussion of unlawful harassment, including sexual harassment may be found in the Daemen College Student Handbook.

GRIEVANCE AND DISPUTE PROCEDURES

Any problem or complaint should initially be discussed with the immediate supervisor. If the problem is with the immediate supervisor, the matter may be discussed with the supervisor's supervisor. If the matter remains unresolved, it should be communicated to the work-study coordinator in the Financial Aid Office who will communicate it to the Personnel Director. If in the Personnel Director's judgment, the matter constitutes a possible violation of College policy or procedure, he/she will take appropriate action to facilitate correction of the possible violation. If discrimination in violation of College policy or the law is alleged, including unlawful harassment, the Equal Opportunity and Affirmative Action Office (Associate Dean of the College) shall be consulted. Any complaint or formal grievance alleging a violation of the College's non-discrimination policies should be submitted to the EO/AA Officer.

If a grievance/complaint is to be made, it should be made as soon as possible after the alleged discrimination/harassment has occurred (usually within 30 days). The grievance/complaint should contain a statement of the facts identifying the violation and as much supporting documentation as possible. Procedures for grievance processing shall be governed and processed according to the procedures outlined in the Staff and Administrative Handbook and/or the Student Handbook. The EO/AA Office (Associate Dean) is available to advise and assist you with the process.

IN CONCLUSION

Everyone involved in the Federal Work-Study Program at Daemen College should remember that the program is a federally funded Financial Aid Program for students who have a documented need for financial assistance in order to continue their education. The fact that the college benefits from the program is secondary to the fact that students are receiving both financial assistance and valuable work experience. The main goal of the program is service to the students.

In addition, it is extremely important that all those involved (Financial Aid Office, FWS Department Supervisors, Student Employees and Payroll Office) realize that their responsibilities extend to the Federal government; for if regulations are not followed and documentation not retained, we are placing in jeopardy the Federal Work-Study Program and all funding relating to it.

It is hoped that this Handbook will help to clarify the FWS procedures and guidelines.

FOR YOUR CONVENIENCE . . .

SUPERVISOR'S NAME

DEPT. AND ROOM NO.

TELEPHONE NO.

YOUR WORKING SCHEDULE

A.M.

P.M.

| | | |
|-------|--|--|
| MON. | | |
| TUE. | | |
| WED. | | |
| THUR. | | |
| FRI. | | |
| SAT. | | |
| SUN. | | |

FOR YOUR CONVENIENCE . . .

SUPERVISOR'S NAME

DEPT. AND ROOM NO.

TELEPHONE NO.

YOUR WORKING SCHEDULE

A.M.

P.M.

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| MON. | | |
| TUE. | | |
| WED. | | |
| THUR. | | |
| FRI. | | |
| SAT. | | |
| SUN. | | |

ANY QUESTIONS?

For any questions regarding the Federal
Work-Study Program at Daemen College
contact:

Financial Aid Office
Daemen College
4380 Main Street
Amherst, New York 14226
(716) 839-8254

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