

***FEDERAL  
WORK STUDY  
PROGRAM***

***A Manual Outlining  
Rights and Responsibilities of  
Participants and Supervisors***

***2011-2012***

***This manual belongs to***

---

---

Any problems or questions concerning the  
Federal Work Study Program should be directed  
to the Financial Aid Office.

*TBC reserves the right to change any of its policies of  
employment at any time without prior notice. This  
handbook does not constitute a contract of employment.*

INTENTIONALLY BLANK

It is important to remember that all student employees are to be treated as any other college employee. This means that fair hiring practices must be adhered to. Although an interview is not required of everyone applying, fair consideration must be given to any application received.

Once a hiring decision is made, the other applicants must also be contacted. They need to be informed that the job has been filled and their application is being forwarded to the Financial Aid Office. The pool of applications received will be kept on file to be available to others who may still need to hire employees.

**9.2 Timecard Procedure**

The supervisor is directly responsible for the employee’s timecard to be turned in to the Financial Aid Office every Monday of payday week. The timecards also need to be signed in ink by the supervisor, and both the supervisor and the employee must initial anything that is corrected on the timecard.

**9.3 Award Adjustments**

Award amounts may be adjusted at any time during the school year, depending upon both supervisor and employee approval. If an award amount is becoming too much for one employee while another employee may need more hours, a possible adjustment may be made. The Financial Aid Office *must* be contacted to ensure that both students are eligible for the changes to their award. If this situation should arise, contact the Financial Aid Office for further instruction and aid.

**9.4 School Breaks**

For employees working over the semester break, please inform the Financial Aid Office of which employees are working and their hours one week prior to the semester break.

**TABLE OF CONTENTS**

---



---

Program Description-----	1.0
Eligibility-----	2.0
Maintaining Eligibility-----	2.1
Workload-----	3.0
Employment Practices-----	4.0
Employment Begin Dates-----	4.1
Placement-----	4.2
Orientation-----	4.3
Work Hours-----	4.4
Attendance-----	4.5
Payroll-----	4.6
Time Cards-----	4.7
School Breaks-----	4.8
May Term Employment-----	4.9
Performance Appraisals-----	4.10
Resignations-----	4.11
Termination-----	4.12
In Good Standing-----	4.12A
In Bad Standing-----	4.12B
Employer Termination-----	4.12C
Employment Standards-----	5.0
Dress-----	5.1
Drug-Free Workplace-----	5.2
Wages-----	6.0
Employment Benefits-----	7.0
Work Breaks-----	7.1
Worker’s Compensation-----	7.2
Miscellaneous-----	8.0
Supervisor Guidelines-----	9.0
Hiring Procedure-----	9.1
Timecard Procedure-----	9.2
Award Adjustments-----	9.3
School Breaks-----	9.4

## 1.0 PROGRAM DESCRIPTION

Federal Work Study (FWS) is a federally subsidized program designed to provide jobs on campus for students. Ideally, a student is to work in a position that is related to his area of study. The government requires that a certain percentage of our positions be "community service" positions. Library, Gym Watch, Reading Tutors, ASC, and the Nursery School all qualify as community service. The Financial Aid Office oversees the FWS program and keeps track of each student's award.

Every year Trinity is allotted a certain amount of money to allocate for work positions. Based upon the previous year's success, the Financial Aid Director will allot every department/faculty a portion of the funds. All FWS positions are paid out of those allotments at minimum wage which currently is \$7.25.

## 2.0 STUDENT ELIGIBILITY

As indicated in the Federal Work Study Federal Regulations (Higher Education Act of 1965, as amended, Part 675), a student must be enrolled in or accepted for enrollment in an eligible program at an eligible institution, as a regular student in order to be employed under the FWS program. In addition, a student must have "financial need." Both undergraduate and graduate students are eligible to apply for employment under the FWS Program.

### 2.1 Maintaining Eligibility

1. A Free Application for Federal Student Aid (FAFSA) must be completed each school year. A current Financial Aid application form must be on file in the Financial Aid Office.
2. A change in total semester hours must be reported to the Financial Aid Office promptly. Failure to do so could result in immediate suspension from the Federal Work Study program.

## 8.0 MISCELLANEOUS

1. FWS recipients must be willing to work!
2. Conversation during work hours should be restricted to business matters. Visits from friends should not occur unless an emergency.
3. Personal calls or texting are not permitted.
4. Use of headphones is only permitted with supervisor pre-approval.
5. Information received while at work is confidential. Breaching this confidence could result in immediate dismissal.
6. Employees violating any aspect of Software Protection Policy are subject to discipline.
7. Notify the Financial Aid Office about problems with the Supervisor or work situation that cannot be resolved between the FWS employee and Supervisor.
8. **A student must fulfill all of the foregoing obligations in order to remain in good standing for future FWS employment. A student who fails to fulfill his/her responsibilities is placed in bad standing and ineligible for FWS employment for a period of at least one semester.**
9. **Decisions of the Financial Aid Director are final.**

## 9.0 SUPERVISOR GUIDELINES

### 9.1 Hiring Procedure

It is the supervisor's responsibility to select and hire the employees he/she feels is the best and most competent choice for the positions open. A student's eligibility is newly determined every year, and cannot be determined until their FAFSA is turned in and processed accordingly. This also means that any changes made to their financial aid file may cause them to gain or lose eligibility. Students may obtain an application on the website or pick up one at the Financial Aid office.

## 4.0 EMPLOYMENT PRACTICES

### 4.1 Employment Begin Dates

All students must have completed the registration process, and completed the I-9 and W-4 before FWS employment may begin. The earliest employment can begin for the Fall semester is August 8, 2011, and January 2, 2012, for the Spring semester. The week of registration is counted as a full week when calculating the hours a student must work per week for the semester. Please note, students will not be allowed to work if the above criteria has not been met.

### 4.2 Placement of Students

Fill out the application on the website or pick up one from the Financial Aid office. You must make sure that you list the position name that you are applying for. Mail it into the Financial Aid Office and we will get it to the department you listed. If you are hired, the supervisor will contact you. First priority in hiring will go to students with Federal Work Study eligibility. ***Generally there are more students wanting to work than there are positions available. Therefore, you must be pro-active in your efforts to secure a work position. You can apply for more than one job, but during the first few weeks of school, applicants will only be hired for one position. As more positions need to be filled, students may be considered for a second job.***

Employment should, to the maximum extent possible, be related to the educational program or vocational goals. If employment in this area is not possible every effort should be made to obtain employment which compliments and reinforces the student's skills. FWS Payroll Worksheets will be given to the employee's supervisor and must be completed (signed by both the Supervisor and the student) and returned to the Financial Aid Office for employment approval. FWS paychecks will be held if this Payroll Worksheet has not been returned to the Financial Aid Office prior to the end of the first pay period.

2. Chronic absenteeism and/or tardiness without proper notice and approval by the Supervisor.
3. Insubordination or work performed poorly or inappropriately.
4. Any employment conduct that is in violation of the colleges lifestyle standards. This includes, but is not limited to: employee theft, fraud, tampering with records, and breach of confidentiality. Any violation of these standards could result in immediate dismissal.
5. Other significant and inappropriate behavior.

### C. Employer Procedure for Employee Termination

The proper procedure for an employer to take in terminating an employee is as follows:

1. One verbal warning documented by the supervisor. (An email sent to both the student and the Financial Aid Director can be used as 1<sup>st</sup> warning.)
2. One written warning documented by the supervisor, and signed by the student. (A copy will be given to the Financial Aid Director.)
3. A second written warning by the supervisor and given in a meeting with the Financial Aid Director. Signatures of the supervisor, the student and the Financial Aid Director will be gathered.

If termination is appropriate at this time, it must be approved by the Financial Aid Director. Copies of all documentation must be submitted to the Financial Aid Office for the employee's FWS file.

***Trinity Bible College is under no obligation to replace lost FWS employment with other types of Financial Aid. Students are responsible for adjusting their expenses as necessary, or seeking other types of resources.***

## 5.0 EMPLOYMENT STANDARDS

### 5.1 Dress

Appearance and dress must be appropriate for the area worked. Individual offices may require a more professional look and FWS employees must follow the request of the Supervisor.

### 5.2 Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited for any FWS employee.

## 6.0 WAGES

All FWS wages are set at minimum wage which is currently \$7.25.

## 7.0 EMPLOYMENT BENEFITS

### 7.1 Work Breaks

Employees who work 4 consecutive hours are allowed one 15 minute break during their shift. The break will be at a time that is convenient to the employee's work schedule, but not adjacent to the beginning or ending work hours. Breaks begin at the time an employee leaves his/her task and ends when he/she returns to that task.

Any FWS employee working six (6) hours or more per day is allowed to take at least a thirty-minute lunch/dinner break without pay. However, the meal period may be waived by mutual consent of the FWS employee and the Supervisor.

### 7.2 Worker's Compensation

Workers Compensation is provided for all FWS employees at no cost to the employee. Coverage is provided for medical expenses resulting from injuries incurred on the job. You must immediately report any injuries to your Supervisor. All incidents must be reported to Human Resources in the Business office.

3. Satisfactory academic progress must be maintained in the enrolled degree program. If NOT maintaining appropriate GPA and successful completion rates, the student is subject to being dropped from the FWS program.

## 3.0 STUDENT WORKLOAD

Award eligibility will vary from one student to the next depending upon the demonstrated financial need as determined by the Federal government. Your most recent award letter will show the amount you have been awarded in Federal Work Study eligibility. This amount will help the student to know what jobs they can apply for. Each job has its own award amount. The number of hours to work is determined by taking the award amount and dividing it by the wage. This will represent the total hours a student must work to earn the full award. The total hours divided by the total number of weeks in the semester or academic year is the number of hours per week.

Example:

$$\text{Total Award / Hourly Wage} = \text{Total Hours}$$
$$\$1392 / \$7.25 = 192$$

$$\text{Total Hours Available / Total Weeks} = \text{Hours per Week}$$
$$192 / 32 = 6$$

Thus, a student with an award of \$1392 would have to work 6 hours per week to complete his/her FWS award for the academic year. Students must notify the supervisor promptly in the event of a revision in his/her FWS award. Typically, a student working in a FWS position works an average of 6-12 hours per week.

***STUDENTS ARE NOT ALLOWED TO WORK DURING  
THEIR SCHEDULED CLASS TIMES.***

#### 4.5 Attendance

FWS employees should be consistently dependable, prompt and reliable in attendance and job performance, and work with a cooperative and positive attitude. He/she must work the hours and times agreed upon by the employee and supervisor.

If an employee must be absent from work, his/her supervisor should be notified as far in advance of the assigned work time as possible. It is the employee's responsibility to make arrangements with the supervisor to make up any work time missed.

#### 4.6 Payroll

Bi-weekly pay periods begin on Saturday and end on Friday, 14 days later. Payday occurs the following Thursday. Paychecks will be distributed to your campus mailbox. Direct deposit is encouraged. The first payday of the Fall semester is August 25, 2011 and the first payday of the Spring semester is January 12, 2012.

**If a student makes a payment agreement with the Business Office it is the student's responsibility to work enough hours to fulfill that agreement. Failure to do so could result in the student's suspension.**

#### 4.7 Time Cards

The employee is to complete his time card daily. Federal regulations require the EXACT in and out times be recorded. All employees are required to accurately keep track of their hours. Anyone caught falsifying a timecard will be immediately dismissed. Corrections **must be initialed** by the employee **and** the supervisor in ink. The supervisor is to submit the time cards to the Financial Aid Office by 9 a.m. every other Monday. **The employee and supervisor must sign the card in INK.** Cards without the Supervisor's signatures will be held for payment until the appropriate signature is received. Failure to receive time cards by **appropriate time and incomplete timecards** will result in the timecards being held until the next pay period.

#### 4.8 School Breaks

Normal breaks are Fall Break, Thanksgiving Break, semester break, Spring Break, and Easter Break. These breaks have been included in the weeks you are expected to work, with the exception of the semester break and Spring break. Hours that will be missed due to these breaks should be worked in advance or made up after the break. Work during Spring break must receive approval from their Supervisor.

Employees interested in working over the semester break must meet with their supervisor to find out if the supervisor has work available. If so, a memo must be submitted to the Financial Aid Office one week prior to the semester break. If the supervisor does not have work available, the employee may contact the Financial Aid Office to arrange possible work in a different department.

*Students must be pre-registered for the Spring semester to be eligible for working over the semester break.*

#### 4.9 May Term Employment

Employees enrolled in May Term are eligible to work during that time period. However, employees are not allowed to exceed their annual award amount. Contact the Financial Aid Office for more information.

#### 4.10 Performance Appraisals

A performance appraisal will be completed by the Supervisor at the middle of the Spring semester and must be submitted to the Financial Aid Office. These are kept in the student's FWS file for use when references are requested by future employers.

#### 4.11 Resignations

Supervisors should forward a written copy of all FWS employee resignations. As a general rule, a minimum of two weeks notice is acceptable. If there are less than four (4) weeks remaining in a semester, a two week notice is acceptable only if: (1) an emergency arises or (2) the student is giving notice that they do not intend to return the following semester. Leaving at the end of a semester leaves offices in very difficult positions and is not acceptable in the FWS program. Terminating employment during this period without appropriate notification could result in a one semester suspension from the FWS program.

#### 4.12 Termination

There are two types of termination standings an employee may be placed on: good standing and bad standing. Being placed on termination could affect future FWS employment.

If a student is terminated in bad standing from their FWS employment, termination from the FWS program will be for a minimum of one semester. Causes for the two types of termination are as follows:

##### A. Causes for Termination in Good Standing

(no loss of future FWS eligibility)

1. Completion of Work Study award.
2. Emergency medical or family reasons which can be substantiated.
3. Termination with an appropriate two-week notice.
4. Other reasons approved by the Supervisor and Financial Aid Office.

##### B. Causes for Termination in Bad Standing

(loss of future FWS Eligibility)

1. Refusal to work regularly scheduled hours, including nights and weekends requested and agreed upon by both the FWS employee and the Supervisor.

#### 4.3 Orientation

All FWS employees must report to the Financial Aid Office at registration. You must bring your Driver's License and Social Security Card so that you can complete the rest of the necessary paperwork for employment. If you worked in the FWS program over the 2010-2011 school year, we should have the needed documentation already on file. If you have gotten married or received a new Driver's License, you must bring in your new documents so we can update your records. All students hired for a position must complete a FWS Payroll Worksheet before the end of the first pay period. **NO EXCEPTIONS!** Federal income taxes may be withheld based on the number of exemptions claimed. Any changes in the number of dependents must be reported to the Financial Aid Office immediately.

All FWS employees must attend the mandatory Orientation during the first week of classes. The FWS handbook will be reviewed and each employee is responsible for the information in the handbook. Failure to attend this orientation may result in suspension of FWS. Any exceptions must be approved by the Financial Aid Director.

#### 4.4 Work Hours

Work hours are to be scheduled with the supervisor. The FWS employee is to adhere to this schedule unless advanced permission has been received from the supervisor. **FWS employees are not to work more than their award amount.**

It is recommended that FWS employees do not work more than 6-12 hours per week except during scheduled breaks. The Financial Aid Office and position supervisor must grant permission prior to the break if an employee will be working over that break. FWS employees should not work during Chapel unless specifically required by their supervisor and approved by the Dean of Students. The standard work week begins on Saturday and ends the following Friday.