

## FEDERAL WORKSTUDY OVERVIEW

The Federal Work Study (FWS) program, has certain conditions and limitations. One of these conditions is an appropriate rate of pay, according to the type of work performed, the employee's proficiency, students are entitled to Worker's compensation benefits, but are not entitled to unemployment insurance. Also, Federal Share May Not be Used to Provide Fringe Benefits. The benefit of paid leave time is considered a fringe benefit and this benefit cannot be part of FWS. A school is not permitted to use either the federal or the institutional share to provide benefits such as sick leave, vacation pay, or any other fringe benefits. Any student employed under FWS must be paid for all hours worked. FWS provides funds to pay for a need based part-time employment. Awards are based on available federal funding, student eligibility, and enrollment status. Students must complete a Free Application for Federal Student Aid (FAFSA) available each year after October 1<sup>st</sup>.

Students that complete a FAFSA, receive an award notification from the financial aid office, this will have FWS program awarded, but the Financial Aid staff will still need to check the students' Academic Standing (SAP) and other requirements before a federal work study job can be approved.

## WORK STUDY EMPLOYMENT CRITERIA

Federal work study student workers at Hartnell College's Main Campus, Alisal Campus, Castroville EC, Soledad EC and King City Center, must meet the following criteria:

- ✓ Had filled out a 2026-2027 FAFSA application and must have a complete Financial Aid File.
- ✓ Have been awarded Federal Work Study allocation.
- ✓ Be in Good, Warning / Probation SAP Financial Aid standing.
- ✓ Enroll in and complete a minimum of 6.0 units each fall and spring semesters.
- ✓ GPA Maintain a minimum 2.000 semester & cumulative (overall).

## WORK STUDY POSITIONS ALLOCATION BY DEPARTMENT

For the 2026-2027 academic year we have approximately **50** FWS student positions available to fill. Each year in July, the FA Staff will review the College's organizational chart to ensure that all departments are considered for allocation. An e-mail notice will be sent to all Managers to determine if they want to accept/decline the FWS position/s Allocation.

## COMMUNITY SERVICE

Community Services are designed to improve the quality of life for community residents, particularly low-income individuals or to solve particular problems related to their needs. Included in the definition of community services are childcare services and support services offered by the school to its students with disabilities.

Federal regulations state a school must expend at least 7% of its Federal Work Study allocation to compensate students employed in community service positions. This includes at least one Federal Work Study student as a reading tutor for preschool-age or elementary school children, or in family literacy activity. Hartnell has allocated Federal Work Study funds that meet the 7% requirement to the Child Development Center.

FWS positions will not be considered for allocation to departments/areas that are grant funded as most grants provide for staffing. The allocations are provided to help the district save money by offering FWS positions.

## QUESTIONS

If you have any questions regarding the hiring process for FWS students, please feel free to email or call the following financial aid staff.

FA Staff	Email	Phone
Clara M. Moreno	<a href="mailto:cmoreno@hartnell.edu">cmoreno@hartnell.edu</a>	X7803
Ramon Serrano	<a href="mailto:rserrano@hartnell.edu">rserrano@hartnell.edu</a>	X6720
Lenni Chavez	<a href="mailto:lchavez@hartnell.edu">lchavez@hartnell.edu</a>	X6736

**LENGTH OF SERVICE AND PAY RATES**

FWS students may not be employed for more than 2 years in a particular assignment. FWS student employees are initially placed at Step A of the appropriate level.

Students may, at the discretion of Administration, advance to the next step upon successful completion of one year of work or 300 hours of work in the same assignment: A Performance Evaluation Form (found in HR's Forms and Related Information website) is required with the renewing FWS Employment Authorization.

**FWS STUDENT WORKER HOURLY RATES FOR 2026-2027**

(Approved by Board of Trustees: Pay Schedule to be effective January 1, 2026. then (New rates to be available January 2027 )

TITLE	Step A	Step B	Step C	Step D	SAMPLE FWS Allocation per Semester 75%	District/ Other 25%	Total Allocation
Student Worker I	\$16.90	\$17.40	\$17.90	\$18.40	\$1,500.00	\$500.00	\$2,000.00
Student Worker II	\$17.40	\$17.90	\$18.40	\$18.90	\$1,800.00	\$600.00	\$2,400.00
Student Worker III	\$17.90	\$18.40	\$18.90	\$19.40	\$2,100.00	\$700.00	\$2,800.00
Student Worker IV	\$18.40	\$18.90	\$19.40	\$20.40	\$3000.00	\$1000.00	\$4,000.00

**POSITION CLASSIFICATIONS**

Student Employees are employed at the following four levels:

**STUDENT WORKER I**

Defining Characteristics:

- No experience or education requirement.
- Work under direct supervision.
- Perform entry-level manual and clerical tasks that require simple demonstration.
- Tasks are simple, routine and repetitive.
- Limited expectation to develop higher skill sets for the job.
- Limited use of independent judgment and creativity.
- (e.g. typists, office assistants, receptionist, grounds helper)

Typical Assignments:

- Grounds Helper
- Office Assistant
- Receptionist
- Typist
- Food Service I

**STUDENT WORKER II**

Defining Characteristics:

- Experience and/or education in an area related to work assigned are required.
- Works under general supervision.
- Tasks performed require taking some responsibility.
- Tasks may vary in degree of complexity and supervision.
- Tasks performed require some degree of independent judgment and/or decision making.

Typical Assignments:

- AV Equipment Delivery
- Cashier
- Food Service II
- Note-taker
- Parking Enforcement
- Ticket Sales

**STUDENT WORKER III**

Defining Characteristics:

- Requires moderate degree of subject knowledge and/or experience in the area assigned.
- Works under limited supervision

Typical Assignments:

- Instructional Aide (with Instructor present)
- Lead Parking Enforcement II

- Tasks performed require a moderate degree of creativity and/or taking increased responsibility.
- Tasks may vary in degree of complexity and supervision.
- Tasks performed require a moderate degree of independent judgment and/or decision making.
- Possesses technical skills/proficiency necessary to work largely independently
- Must be able to apply rules and regulations with some guidance.

- Computer Repair Trainee
- Library/Media Technology Assistant I
- Media Equipment Assistant (runs sound checks, trains faculty/staff on equipment, sets up computers for presentations)
- Tutor
- Student Ambassador

## STUDENT WORKER IV

### Defining Characteristics:

- Requires a high degree of detailed subject knowledge and/or experience in area assigned.
- Works under little or no supervision.
- Tasks performed require a high degree of creativity, independence, and responsibility.
- Must possess the skills and demonstrate a high level of proficiency necessary to perform highly complex tasks.
- Must possess analytical reasoning and strong problem solving and communication/interpersonal skills.

### Typical Assignments:

- Computer Repair
- Desktop Support
- Library/Media Technology Assistant II
- Supplemental Instruction Leaders

## PROCEDURES TO HIRE A FEDERAL WORK STUDY STUDENT WORKER

1. FWS, the Manager of each department is notified by the FA Department of the number of positions available to their department in early July.

Once the number of FWS positions has been allocated, the Department must complete a Federal Student Work Study Job Announcement form which outlines the type of position that the department is wishing to hire if needed. All Job position announcements are to be sent to **Belen Gonzales, Job and Internship Placement Director**, at **CareerServices@Hartnell.edu** as needed throughout the semester.

2. All position Job Announcements received will be placed on Hartnell's website under the College's **Panther Job Board (Handshake)**. Refer students to apply for jobs under the student's portal MyHartnell. see link

[hartnell.login.duosecurity.com/central/](http://hartnell.login.duosecurity.com/central/)

The Panther Job Board website will have information for various type of jobs; Student positions On-Campus, Off campus, Part-time, Full-time, Internship, etc.

- The student will be directed to log in using their school's credentials, complete a profile and submit their Application for as many job positions they might be interested in.

The hiring department is responsible to review the applications received, hold interviews and notifying the students if they are hired or not hired. **Note: Optional, before contacting student for interviews, the hiring department may e-mail Clara a list of names and student IDs to check on student's FWS eligibility.**

3. If you are interested in hiring a student(s) from your applicant pool, the supervisor/designee must obtain the New Hire Packet of Forms from the HR office or Web. Ensure that the student, (future employee) completes all hiring forms; I-9 form, certify Section 2 and make copies of original documents like SSN, Driver's License, etc., replace the HR-06 with the 2026-2027 FWS Authorization form. Make sure Section II of the FWS Authorization, is sign the Manager or Authorized supervisor/designee. The FWS contract must include a

job description attached. The hiring department then sends all paperwork to Clara at the financial aid office.

The FWS Student Employment Authorization Form and HR package of forms can be found on the HR web: <https://hartnell.edu/hr/forms-and-related-information.html> then click on [Student Worker Forms](#), and under [Request to Hire and Employee Hiring Documents](#)

4. Financial Aid Staff, will ensure that the student meets all of the FWS criteria:
  - Has a completed financial aid file for the 2026-2027 year.
  - Be awarded Federal Work Study allocation or have Unmet need.
  - Be in Good, Warning, or Probation SAP Financial Aid standing.
  - Is enrolled in a minimum of 6.0 units for the appropriate semester (fall/spring/summer).
  - Have a minimum 2.00 semester GPA; and a minimum 2.00 cumulative GPA.
5. Once Financial Aid Staff verifies FWS eligibility, if **APPROVED**, part III, of the Authorization will be completed and sign, then the entire, completed packet will be sent to HR for final authorization.

**STUDENTS ARE NOT ALLOWED TO BEGIN WORK UNTIL HUMAN RESOURCES HAS ALSO APPROVED THE STUDENT.**

If **DENIED**, FA Staff will immediately notify the Department Supervisor by email, and will return all paperwork and the unprocessed Authorization back to the hiring department. Student is notified if it is a financial aid matter.

6. The Department may choose another candidate or may submit a new Job announcement to the [CareerServices@Hartnell.edu](mailto:CareerServices@Hartnell.edu)

## DEPARTMENT RESPONSIBILITIES

**The Department is responsible for the following:**

- FWS awards are to be monitored on a monthly basis and should never exceed the amount assigned. **Each student is assigned FWS funds based on their**

financial aid eligibility and unmet need. Each supervisor will be responsible for keeping track of their student's award funds. The supervisor may email Clara Moreno to see if the student is eligible for additional funds, at least one month prior to the student balance being exhausted. If additional funds are still available, the supervisor will be notified, and a copy of the Employment Authorization form with the revised award will be sent to HR.

**Important: Once the student's FWS award balance is zero, your student employee is no longer eligible to work under FWS. If you work a student with no allocation, the department's budget will need to be charged the over expended amount.**

- Provide individual training to each student worker. Keep in mind, this job may very well be the student's first job. Given written as well as oral instructions so the student will have something to refer to. Duties of student workers must relate to college activities and scheduled hours should be no more than required to accomplish job tasks. Homework is not a suitable substitution for work.
- Supervision of Student Workers must be at all times.
- Remember, the focus of all student employment programs is to assist students financially as well as to provide students with meaningful training and skill-building opportunities. The duties involved should be limited to basic responsibilities. They are not to do the work of CSEA or L39 employees.

**TIMESHEETS;** must be completed accurately; timesheets and records of hours worked for students must be documented, show, separately for each day worked, the hours worked, and the total hours worked during the job's payment cycle. Timesheets must be signed by student and by their supervisor or manager, in accordance with the College's Payroll Schedule. The School is out of compliance if it does not supervise FWS employees adequately to ensure timely submission of timesheets. Original timesheets must be retained for at least 3 years.

**At the end of the year for audit purposes, we may need you to produce the timesheet.**

- **If at any time, a student stops working for any reason, the supervisor must notify Clara immediately by email.** Please do not assume that you can rehire another student in their place. Must contact Clara before you begin the hiring process again.

## RENEWING FWS STUDENT WORKERS

To continue working the same student (**fall to spring**) into the next semester, the following will need to be completed:

**A new FWS Employment Authorization/contract form, check the Spring 2027 semester, attach a Job Description and submit to Clara Moreno in the Financial Aid Office, starting January 4, 2027 or as needed. Students cannot start work until Clara or FA staff are able to Approve the new Authorization form.**

The Financial Aid Office will check the following:

- ✓ The student is enrolled in the upcoming semester in a minimum of 6 units.
- ✓ The student must meet the Financial Aid SAP requirements; be in Good, Warning, or Probation status after their fall 2026 grades have been reviewed.
- ✓ The student has both a minimum 2.00 GPA semester and 2.00 cumulative GPA. This means that semester grades must be reviewed for this determination to be made. [A SAP calculation will be processed by the Financial Aid Department approximately the week of January 4, 2027.](#)
- ✓ The student must still have unmet financial need for the upcoming period.

**No Student can work under FWS between December 13, 2026 to January 10, 2027.**

**The work start day for Spring 2026, could be Monday, January 11, 2027 if student is eligible.**

If the Department needs to replace a student for the Spring 2027 semester, please follow the procedures to hire a Federal Work Study Student Worker as mentioned earlier on page 3, in this handbook. Also email Clara Moreno with the last date of employment for the student who held the position in Fall 2026.

## Employment Authorization Periods

<b>Students must have submitted a 2026-2027 FAFSA Application</b>	
<b>Fall 2026</b>	July 13, 2026 – December 12, 2026
<b>Spring 2027</b>	January 11, 2027 – May 22, 2027 or till *June 10, 2027. or till *June 30, 2027. <b>*If funds are available and students are eligible.</b>
<b>Summer 2027</b>	CalWORKs Program only.
	June 7, 2027 – July 31, 2027