

## FEDERAL WORKSTUDY OVERVIEW

The Federal Work Study (FWS) program 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.

## FEDERAL WORK STUDY EMPLOYMENT CRITERIA

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

- ✓ Had filled out a 2018-2019 FAFSA application and must have a complete Financial Aid File.
- ✓ Must be awarded Federal Work Study allocation.
- ✓ Be in Good, Warning, or Probation SAP Financial Aid standing.
- ✓ Enroll in and complete a minimum of 9.0 units each fall and spring semesters.
- ✓ GPA Maintain a minimum 2.00 semester & cumulative.

## WORK STUDY POSITION ALLOCATION BY DEPARTMENT

For the 2018-2019 academic year we have approximately **58** 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.

Priority is given to departments/areas that help to meet the federal mandate of 7% of all positions must provide community/public service or tutoring. 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
<b>Clara M. Moreno</b>	<a href="mailto:cmoreno@hartnell.edu">cmoreno@hartnell.edu</a>	X7803
<b>Jessica Tovar</b>	<a href="mailto:jtovar@hartnell.edu">jtovar@hartnell.edu</a>	X6720

## 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.

Hiring Managers may appeal for initial placement above Step A for exceptional qualifications by submitting written justification to the Associate Vice President of Human Resources.

Students may, at the discretion of Administration, advance to the next step upon successful completion of one year of work in the same assignment: A Performance Evaluation Form is required with the renewing FWS Employment Authorization.

## FWS STUDENT WORKER HOURLY RATES FOR 2018-2019

(Approved by Board of Trustees: December 11, 2018) Pay Schedule to be effective January 1, 2019.

TITLE	Step A	Step B	Step C	Step D	FWS Allocation per Semester sample 75%	District/ Other 25%	Total Allocation
Student Worker I	\$12.50	\$13.00	\$13.50	\$14.00	\$1,500.00	\$500.00	\$2,000.00
Student Worker II	\$13.00	\$13.50	\$14.00	\$14.50	\$1,800.00	\$600.00	\$2,400.00
Student Worker III	\$13.65	\$14.21	\$14.75	\$15.29	\$2,100.00	\$700.00	\$2,800.00
Student Worker IV	\$15.64	\$16.74	\$17.84	\$18.93	\$2,500.00	\$833.33	\$3,333.33

## POSITION CLASSIFICATIONS

FWS 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
- 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.

Typical Assignments:

- Instructional Aide (with Instructor present)
- Lead Parking Enforcement II
- 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. 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 positions has been allocated, the Department must complete a Student Work Study Job Announcement form which outlines the type of position that the department is wishing to hire. All Job position announcements are to be sent to Yvonne Carreon by email at [ycarreon@hartnell.edu](mailto:ycarreon@hartnell.edu) by the following deadlines.

- **Fall 2018 semester are due by Friday, July 6, 2018;** or as needed throughout the semester.
  - **Spring 2019 semester are due by Friday, January 11, 2019** or as needed throughout the semester.
2. All position Job Announcements received will be placed on Hartnell's website under the College's Job Bank Department within a week of the above deadline. The website to refer students to see available jobs and to apply is: [www.hartnell.edu/job-bank](http://www.hartnell.edu/job-bank)
  3. The website will have the following information available for students:
    - Directions for students on how to apply for FWS jobs.
    - The Application for Student Employment on Campus.
    - Individual Position announcements to review.
    - The student will be directed to submit their Application for Student Employment to the Department advertising the position by the deadline established.
    - The FWS Student Employee Responsibilities Handout (student reads and keeps).

The hiring department is required to review the applications received and hold interviews and notifying the students if they are hired or not hired. Before interviews the hiring department may e-mail Clara a list of names and student IDs to pre-check on student's FWS eligibility.

4. 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. The supervisor/designee, completes The Student Employment Authorization FWS contract; Section

II. EMPLOYMENT DATA, and have the student read and complete the student's information and student signature. The contract must have Manager's Signature, and a job description. Also from I-9 form, Section 2 and make copies of original documents like SSN, Driver's License, etc., The hiring dept. 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 under Forms and Related Information\ STUDENT WORKER tab.

5. Clara, will ensure that the student meets all of the FWS criteria:
  - Has a completed financial aid file for the 2018-2019 year.
  - Be awarded Federal Work Study allocation.
  - Be in Good, Warning, or Probation SAP Financial Aid standing.
  - Is enrolled in a minimum of 9.0 units for the appropriate semester (fall/spring).
  - Have a minimum 2.00 semester GPA; and a minimum 2.00 cumulative GPA.
6. Once Clara verifies FWS eligibility, if APPROVED she will complete and sign part III, of the contract, then send the entire, completed packet to HR for final authorization.

Clara will make sure that the advertised Job Announcement is removed from the website once the position is filled.

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

If **DENIED**, Clara will immediately notify the Department Supervisor by email, and will return all paperwork and the unprocessed authorization back to the hiring department. Clara will notify the student if it is a financial aid matter.

7. The Department may choose another candidate, or may submit another position announcement (see #2 above).

## 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 FWS funds, at least one month prior to the student balance being exhausted. If additional FWS funds are still available, the supervisor will be notified, and a copy of the FWS Employment Authorization form with the revised award will be sent to HR.

**Once the student's FWS award balance is zero, your student employee is no longer eligible to work. If you work a student with no allocation, the department's budget will 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 FWS Students 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 or records of hours worked for students must show, separately for each day worked, the hours worked, and the total hours worked during the job's payment cycle. Also must be signed by student and certified by their supervisor or manager, in accordance with the College's Payroll Schedule. 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 Moreno 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 FWS student (fall to spring) into the next semester, the following will need to be completed:**

- ✓ Complete a **new FWS Employment Authorization/contract** form, check the **Spring 2019** semester, **attach a Job Description** and submit to Clara Moreno in the Financial Aid Office for review **by December 14th, 2018.**
- ✓ Ensure that the student is enrolled in the upcoming semester in a minimum of 9 units.

The Financial Aid Office will check the following:

- The student must meet the Financial Aid SAP requirements; be in Good, Warning, or Probation status after their fall 2018 grades have been reviewed in order to continue working.
- 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 7, 2019.**
- The student must still have unmet financial need for the upcoming period.

**No Student can work under FWS** between December 16, 2018 to January 10, 2019. **The Effective start day for Spring 2019, could be Friday, January 11th, 2019.** Students cannot start work until we are able to APPROVE the new Authorization form.

If the Department needs to replace a student for the Spring 2019 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 2018.

## FWS Employment Authorization Periods

Students must have submitted a 2018-2019 FAFSA Application	
Fall 2018	July 2018 – December 2018
Spring 2019	January 11, 2019 – May 25, 2019 or *till June 10, 2019. Also *June 11 – June 30, 2019. <b>*If funds are available</b>
Students must have submitted a 2019-2020 FAFSA Application, available in October 1, 2018	
Fall 2019	July 11, 2019 – December 13, 2019 July (If funds are available)