



# FEDERAL WORK STUDY PROGRAM

2022-2023 SUPERVISOR HANDBOOK

# CONTENTS

Office Hours and Contact Information .....	3
Financial Aid Office .....	3
Health Services Office.....	3
SCCCD Police Department .....	3
Overview of Federal Work Study .....	4
FWS Verses Other Grants .....	4
Student Eligibility .....	4
Student Responsibilities and Expectations .....	4
Awarding and Notification Process .....	5
Award Notification.....	5
Student Handbook and Rights & Responsibilities Form .....	5
Hiring Process .....	6
Hiring Paperwork .....	6
Start Date.....	6
Time Clock Plus .....	6
Paycheck Options .....	6
Rehired FWS Students .....	6
Nepotism.....	6
Work Guidelines .....	7
Orientation .....	7
Establishing a Work Schedule .....	7
Working During Scheduled Class Time .....	7
Breaks/Lunch .....	7
Worksite Requirements.....	7
Award Management.....	8
Award Status Report.....	8
Pay Rate.....	8
Evaluations .....	9
Periodic Unit Review .....	9
Dismissal Procedures.....	9
Reassignment After Termination.....	9
Promotions .....	9
STUDENT CLASSIFICATIONS AND DESCRIPTIONS.....	10
SCCCD Student Aide I.....	10
SCCCD Student Aide II.....	10
SCCCD Student Aide III.....	11
SCCCD Student Aide IV .....	12
FWS Rights & Responsibilities.....	13

## OFFICE HOURS AND CONTACT INFORMATION

### FINANCIAL AID OFFICE

#### OFFICE HOURS

Monday – Friday: 8:00 AM – 5:00 PM

#### LOCATION

Student Services Building

995 N. Reed, Reedley, CA 93654

#### FWS CONTACT

Cynthia Hernandez, Financial Aid Specialist

Email: [cynthia.hernandez@reedleycollege.edu](mailto:cynthia.hernandez@reedleycollege.edu) & Phone: (559)494-3012

### HEALTH SERVICES OFFICE

After you're hired, please call the Health Services Office to schedule your TB Test/Risk Assessment. Appointments are required.

#### OFFICE HOURS

Monday – Friday: 8:00 AM - 5:00 PM

#### LOCATION

Student Services Building

995 N. Reed, Reedley, CA 93654

#### PHONE NUMBER

(559) 494-3028

### SCCCD POLICE DEPARTMENT

After you're hired, you will need to complete a LiveScan at the SCCC Police Department. Please call to ensure that someone is available to complete the LiveScan.

#### LOCATION

1940 N Calaveras, Fresno CA 93704 (Near Fresno City College)

#### PHONE NUMBER

(559)244-6140

ALL OFFICE HOURS SUBJECT TO CHANGE WITHOUT NOTICE. PLEASE CALL THE APPROPRIATE OFFICE REGARDING CURRENT HOURS.

## OVERVIEW OF FEDERAL WORK STUDY

Federal Work Study (FWS) is a campus-based financial aid program funded through the Department of Education. Like other grants, FWS is determined by a student's unmet need versus the cost of attendance. The award is determined by school year, and evaluated each term, meaning a student may be awarded Fall, Spring, and/or Summer, based on eligibility for each term. FWS allows students to earn money toward their education through work on campus.

The goal of the FWS program is to provide students the opportunity to gain valuable work experience in an environment where education remains the primary focus. The program also provides the college with capable and eager FWS student aides at no cost to the department.

### FWS VERSUS OTHER GRANTS

Unlike other grants, FWS is earned through work, and depletes as the student works to earn the award amount. The award may be increased, if the student still has unmet need when the initial award limit has been reached. Students will typically begin at minimum wage, but wages can be increased after certain qualifications have been met. Since the money earned is taxable, the student will receive a W-2 for the year of employment, and may be required to file taxes, depending on how much money was earned for the year.

Annual FWS earnings are not to exceed the award amount, which means that it is possible for a student's award to exhaust before the school year is complete.

For example, a student awarded \$5,000 for the school year and working 19 hours/week will use all available funds by the end of the semester, based on \$15/hour wages. If a student uses all funds in Fall, then they would be unable to work for the Spring semester under FWS.

### STUDENT ELIGIBILITY

Participation in the FWS program is dependent upon meeting both federal financial aid eligibility requirements, and SCCC standards.

- A student must demonstrate financial need, as determined by the FAFSA Application
  - Financial aid file must be completed with Reedley College
  - Priority is given to students who indicated they wanted FWS on their 2022-2023 FAFSA and filed no later than March 2.
- A student must meet Satisfactory Academic Progress (SAP), as defined by the SAP Policy.
- A student must be enrolled in and maintain at least 6 units for the awarded semester(s).
- Must meet SCCC COVID-19 Protocols.

### STUDENT RESPONSIBILITIES AND EXPECTATIONS

For the FWS experience to be valuable, it is important that every aspect of FWS employment is treated like a "real job." Be aware of supervisor and department work expectations and adhere to the supervisor's conduct guidelines, rules for attendance and tasks and responsibilities. Be professional and follow supervisor's pre-established schedules. All students have the right to work in a safe, clean, and professional working environment. FWS students must contact supervisors in advance of tardiness or to request changes to the work shift. Additionally, it is expected that FWS students be on task and perform work-related duties.

## AWARDING AND NOTIFICATION PROCESS

Students who meet eligibility requirements will be notified of their award via their student email (ending with @MY.SCCCD.EDU). FWS will continue to award students throughout the school year, until the FWS budget is exhausted. Students that did not initially indicate they wanted FWS may come into the Financial Aid Office to be placed on a wait-list for future determination.

### AWARD NOTIFICATION

This form validates the student's FWS award and should be taken to each FWS job interview. It is very important that the FWS Contract be completed. The FWS Contract must be signed by the student and supervisor, after the supervisor has offered the position to the student. The information on this form will be used to contact students and supervisors.

***After the FWS Contract has been signed by the student and supervisor, please submit to the Financial Aid Office. The remaining hiring paperwork will be sent after the contract is submitted.***

### STUDENT HANDBOOK AND RIGHTS & RESPONSIBILITIES FORM

All FWS students must read and abide by the terms of agreement. The original Rights and Responsibilities Form must be signed and submitted to the FWS Coordinator. The purpose is to understand your rights and responsibilities, the FWS procedures, and SAP Policy.

## HIRING PROCESS

### HIRING PAPERWORK

After the FWS award letter has been submitted to the financial aid office, you must wait for the Business Office to e-mail the remaining steps to complete the hiring process.

### START DATE

Once the hiring paperwork has been processed, you will receive a start date from the RC Business Office/Supervisor via your student e-mail.

### TIME CLOCK PLUS

[Time Clock Plus](#) (TCP) accounts are set up by the RC Business Services Office (BSO) once a student is hired. Hours are recorded each day by the student logging into TCP. Supervisors should establish a process to ensure that time is being reported correctly to the BSO. Time not reported by the payroll deadline will result in a late check.

### PAYCHECK OPTIONS

FWS paychecks are issued on the 10th of each month. If the 10th falls on a weekend, checks will be issued the previous Friday. Upon receiving hiring paperwork from NeoEd, students will have the option to have their paycheck mailed or directly deposited into a bank account.

### REHIRED FWS STUDENTS

There will be a review of Academic Progress each term. Both eligible and ineligible students will be notified of their academic standings via email. The student's award is not guaranteed, as it is contingent upon FWS funds and eligibility.

Rehired students must meet the criteria below:

1. Must submit a valid, 2022-2023 FAFSA application
2. Submit all requested financial aid documents to the Financial Aid Office
3. Be enrolled in and maintain at least 6 units for all semesters
4. Meet SCCCD Satisfactory Academic Progress (SAP) Policy
5. Submit a Rehire Contract, completed by student and supervisor
6. Meet SCCCD COVID-19 Protocols

### NEPOTISM

FWS students shall not be assigned a position within the same department or division that has an immediate family member whose position can recommend or influence personnel decisions. Immediate family members includes: a spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren, in laws or any other relative living in the employee's home.

## WORK GUIDELINES

### ORIENTATION

Supervisors should provide an initial orientation when the student is hired. Orientation should include written work protocols, job duties, schedules, reasons for termination and any other expectations.

### ESTABLISHING A WORK SCHEDULE

While school is in session, students may NOT work more than 19 hours per week. There will be no overtime paid by the FWS program. Supervisors should consider the FWS award amount and hourly wage when creating a schedule. Please contact the FWS Coordinator with questions regarding summer hours.

### WORKING DURING SCHEDULED CLASS TIME

In general, students are not permitted to work in FWS positions during scheduled class times. During periods of non-enrollment, students must stop working unless permitted by FAO. If FWS funds are available and students have financial need, students and their supervisors will be notified.

### BREAKS/LUNCH

A student is allowed a 15-minute break if a block of 4 hours is worked. Breaks cannot be used to arrive late or leave early. By law, students must take a 30-minute non-paid lunch break after 6 consecutive hours worked. If a student works over 8 hours, they are entitled to two 15-minute breaks and one 60-minute non-paid lunch break. All lunches must be indicated on TCP.

### WORKSITE REQUIREMENTS

FWS students must work for the supervisor who signs their FWS Contract and provides immediate supervision. When the student's supervisor is not available, an alternate should be designated, the student should always know to whom they are reporting. Allowing a student to "just be there" and approving their time sheets will only hurt the student and undermines the purpose of the FWS program.

## AWARD MANAGEMENT

Students and supervisors are responsible for recording daily hours worked and to ensure that those hours are reflected on their monthly time-sheet. It is a violation of federal law to report any non-work hours to be paid ahead of time before work is performed. It is both the student's and supervisor's responsibility to work together to manage the remaining award to ensure the student can continue to work through their semester award.

### AWARD STATUS REPORT

An Award Status Report (ASR) will be e-mailed when a student has earned approximately 75% of their award. The email will indicate remaining funds and hours available.

#### FEDERAL WORK STUDY PROGRAM AWARD STATUS REPORT

This report is meant to assist you and your supervisor in managing your Federal Work Study award. Please use this information in planning your work schedule.

The information contained in this report represents all FWS earnings through April 30, 2022. Please adjust for the hours you have worked since then.

<b>Total 2021-2022 Federal Work Study Award</b>	<b>\$8000</b>
<b>Pay Rate</b>	<b>\$15/hour</b>
<b>Total Earnings (through April 30, 2022)</b>	<b>\$3334</b>
<b>Remaining Federal Work Study Funds Through June 30, 2022</b>	<b>\$4666</b>
<b>Remaining Hours to Work Through June 30, 2022</b>	<b>311</b>

The following formula can be used to determine the average number of hours that can be worked per week without exceeding the grant amount:

$$\text{Accepted Grant Amount} \div \text{Assigned Wage Rate} \div \text{Number of Weeks in Employment Period}$$

**NOTE:** If a student has worked after the last time-sheet was submitted, deduct those hours from the hours remaining to get the most accurate balance.

### PAY RATE

The SCCCD Board of Trustees reviews, updates, and approves the student employment classifications and job descriptions. Position descriptions and requirements are covered later in the handbook.

1. Student Aide I- \$15.00
2. Student Aide II- \$15.50
3. Student Aide III- \$16.00
4. Student Aide IV- \$17.00



## EVALUATIONS

### PERIODIC UNIT REVIEW

To ensure that each student meets FWS requirements, the FAO will monitor each student's status. The evaluation process will begin after the first two weeks of regular add and drop deadline. Students who are not enrolled in six (6) units at the time of status check will be notified and disqualified from FWS. Students will be permitted to continue participation in FWS on a conditional basis if the enrollment status has satisfied the 6-unit requirement.

### DISMISSAL PROCEDURES

Students participating in the FWS program are expected to treat their assignments as they would any job. If a FWS student's behavior or actions are unsatisfactory, the student may be terminated from employment; however, the student should be informed when they are not satisfying work standards or rules prior to termination.

### REASSIGNMENT AFTER TERMINATION

Students who are terminated and would like to continue in the FWS program may be given one opportunity to be reassigned based on the reason for termination. The request must be in writing by email to the FWS Coordinator. The reassignment of the student depends on certain variables. If students are terminated from their second position, they will lose their eligibility to participate in the FWS program for the rest of the academic school year or permanently, depending on circumstances.

### PROMOTIONS

Students may be offered pay rate increases at any time during the academic year in accordance with the SCCC Classification and Pay Wage Guidelines unless the pay rate increase freezes. Increases may be offered at the discretion of the supervising department based on but not limited to the following criteria:

- Promotion to higher level with increased job duties
- Skills gained from prior experience
- Positive performance evaluation for prior term of employment
- Length of employment, at least one year in the same department
- Earned a certain number of units for pay increase

Pay rates should be increased based on merit and not to exhaust the balance of the FWS awards. *To increase the pay rate, supervisors must contact the FWS coordinator by email to request a new FWS award letter.*

## STUDENT CLASSIFICATIONS AND DESCRIPTIONS

### SCCCD STUDENT AIDE I

#### DEFINITION

Under direct supervision performs a wide variety of basic tasks.

#### DISTINGUISHING CHARACTERISTICS

This classification performs general and routine duties with clearly defined instructions or established procedures. This is an entry level position that differs from higher levels in the series by the responsibility for and limited variety of activities, the work being more closely supervised and routine in nature.

#### EXAMPLES OF DUTIES

The Student Aide I classification is a multi-position classification. Positions within this classification perform duties which differ in frequency and scope, and include routine, repetitive tasks in office, food service, grounds, custodial, special events, and campus support and services.

#### EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: None required.

The following skills and characteristics are considered important for this classification. It is at the college's discretion into which category the qualifying characteristics are placed (Student Aide I through IV).

Skill to read and comprehend a variety of written material from basic handwritten or typed notes; understand and carry out verbal instructions; verbally convey information on a person-to-person basis; add, subtract, multiply, and divide; interact with students, instructors, classified employees, and administrators from a wide variety of ethnic, cultural, educational, and economic backgrounds; receive and follow oral and written instructions. Willingness to perform the following: work up to 19 hours per week; work occasional evenings, weekends, and during class recess periods; perform routine, repetitive duties to completion; attend in-service training meetings; learn college rules and regulations pertaining to the duties of the classification.

### SCCCD STUDENT AIDE II

#### DEFINITION

Under supervision performs a wide variety of basic to moderate tasks.

#### DISTINGUISHING CHARACTERISTICS

The Student Aide II classification is the second level in the Student Aide related occupational series. This classification differs from the entry level classification in scope and responsibility and differs from higher levels in the series by the limited variety of activities, work is closely supervised and routine in nature.

#### EXAMPLES OF DUTIES

The Student Aide II classification is a multi-position classification. Positions within this classification perform duties which differ in frequency and scope, and include less routine, repetitive tasks in office, food service, grounds, custodial, maintenance, special events, and campus support and services.

#### EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Some work experience is desirable.

The following skills and other characteristics are considered important for the Student Aide II classification. It is at the college's discretion into which category the qualifying characteristics are placed (Student Aide I through IV).

Skill to operate basic office, food service, grounds, custodial, and maintenance equipment, read and comprehend a variety of written material from basic handwritten or typed notes; file and retrieve information in alphabetical, numerical, and chronological filing systems; orally convey information on a person-to-person basis; add, subtract, multiply, and divide; interact with members of the public, students, instructors, classified employees, and administrators from a wide variety of ethnic, cultural, educational, and economic backgrounds; receive and follow oral and written instructions. Willingness to perform the following: work up to 19 hours per week; work occasional evenings, weekends, and during class recess periods; perform routine, repetitive duties to completion; attend in-service training meetings; learn college rules and regulations pertaining to the duties of the classification.

#### SCCCD STUDENT AIDE III

##### DEFINITION

Under direction performs specialized tasks assisting with repairs and operation of microcomputers; mechanical equipment, circuitry, refined tools and/or electronic mechanisms.

##### DISTINGUISHING CHARACTERISTICS

The Student Aide III classification is the third level in the Student Aide related occupational series. This classification differs from the lower-level classifications by the scope and responsibilities for and variety of tasks. This classification will provide students with opportunities to develop skills required to successfully compete in the workforce.

#### EXAMPLES OF DUTIES

Performs a variety of duties including operation and repair of district owned equipment, problem resolution, and customer service. May perform other related duties as needed.

#### EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Responsible experience operating or repairing computers, equipment, electrical circuitry, application of chemicals, and/or working independently on projects or providing customer service.

Knowledge and Abilities: Any combination of the following as needed: Knowledge of data processing procedures, voice data, micro-computer operating systems, telecommunications, logical and digital electronics, copyright laws, electronic measuring instruments, calibration of chemicals and procedural

applications, operation of technical or mechanical equipment, and college and office procedures. Skill to read and interpret technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot and repair digital electronic equipment, and assist users in computer use. Skill in the use of highly technical mechanical equipment, circuitry, refined tools and/or mechanisms, and methods which require knowledge and skills of applications. Knowledge and ability to employ correct English usage, spelling, grammar, and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty, and the public. Ability to learn and apply college and district policies and procedures.

## SCCCD STUDENT AIDE IV

### DEFINITION

Under direction performs specialized tasks assisting with repairs and/or use of microcomputers and software; highly technical mechanical equipment, circuitry, refined tools and/or electronic mechanisms.

### DISTINGUISHING CHARACTERISTICS

The Student Aide IV classification is the fourth and highest level in the Student Aide related occupational series. This classification differs from the lower-level classifications by the scope and responsibilities for and variety of tasks. This classification will provide students with opportunities to develop skills required to successfully compete in the workforce.

### EXAMPLES OF DUTIES

Performs a variety of duties including analysis and repair of a variety of district owned equipment, problem resolution and troubleshooting on software and its uses, and training users in general use of micro-computers.

### EMPLOYMENT STANDARDS

Education: Completion of twelve college units or enrollment in or completion of certificate program in computer and electronics repair, mechanical technician, HVAC certification, electronic circuitry, or agronomy.

Experience: Responsible experience repairing computer equipment, HVAC, electrical circuitry and/or experience in application of chemicals or operating equipment.

Knowledge and Abilities: Any combination of the following as needed: Knowledge of data processing procedures and practice, electronic voice data, computer programming languages and operating environments for computers, micro-computer operating systems, telecommunications, logical and digital electronics, copyright laws, electronic measuring instruments, calibration of chemicals and procedural applications, and operation of technical equipment. Skill to read and interpret highly technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot and repair complex digital electronic equipment, and assist users in computer use. Skill in the use of highly technical mechanical equipment, circuitry, refined tools and/or mechanisms, and methods which require knowledge and skills of applications. Knowledge of and ability to employ correct English usage, spelling, grammar, and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty, and the public. Ability to learn and apply college and district policies and procedures.

## FWS RIGHTS & RESPONSIBILITIES

Click on the link below to fill out the Online FWS Rights & Responsibilities Form - Supervisor. You will use your Single Sign On/My Portal login information to complete this form.

[FWS RESPONSIBILITIES FORM](#)