



FEDERAL WORK STUDY PROGRAM



Student Employment Manual

Fall 2009 – Spring 2010

**INDIANA UNIVERSITY
NORTHWEST**

Coordinated by The Office of Career Services
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Definitions

Federal Work-Study (FWS) program – A program originally authorized by the Economic Opportunity Act of 1964 and originally intended to provide part-time employment for students from low-income families. The program became a student financial aid program when the Higher Education Amendments of 1968, transferred and incorporated the statutory for the program into the Higher Education Act of 1965, as amended. As such, it is a federal “Title IV” aid program. The program is currently authorized under Part C, Title IV, of the Higher Education Act of 1965, as amended by the Education Amendments of 1968, 1972, 1976, 1980, 1992, and 1998.

Employment under FWS must be reasonably available, to the extent of available funds, to all eligible students in the institution in need thereof. Also, equivalent employment offered or arranged by the institution must be reasonably available to all students in the institution who desire such employment. The institution must provide assurances that employment made available from FWS funds must, to the maximum extent practicable, complement and reinforce the educational program or vocational goals of each student receiving assistance under the FWS program.

Student Employee - A part-time, temporary employee currently enrolled at Indiana University Northwest, with the primary goal of achieving a degree. The employment is interim or temporary in nature and is incidental to the pursuit of an academic program. Student employment status is at will, and is generally expected to last at least a semester in length barring illness, unsatisfactory grades, schedule changes, emergency situation, performance issues, suspension, change in eligibility status or other agreements made with their supervisors.

Federal Work Study Student Employee – A student employee that is awarded FWS as a part of his or her financial aid package and whose wages are subsidized through the FWS Program. Federal funds contribute 75% of the student’s wages and require the employer to pay only the remaining 25%. This employer incentive allows more work opportunity to work-study eligible students.

Benefit Eligibility - The rules of The Department of Education state that students employed within the FWS program are subject to the following:

1. Are not eligible to participate in University staff benefits programs
2. Do not accrue sick leave/vacation
3. Do not receive pay for holidays
4. Are only compensated for hours worked
5. Receive no paid overtime (over 40 hours department will be charged 100% of the hourly wage)
6. Are covered under Worker’s Compensation for job related injuries

Maximum number of hours – The maximum number of hours an FWS student employee can work is unique to each student; determined by the work study coordinator, supervisor and the student; should not jeopardize the student’s academic progress; and are governed by the student’s overall award amount.

Work Study Procedures

1. Once you have been awarded work-study, please follow these steps:
 - a. attend a **mandatory** work study orientation
 - b. go to http://www.iun.edu/~careernw/work_study/ and click on **Work-Study Positions**, to look at current openings
 - c. contact supervisors via the instructions given in the posted opening

2. Supervisors must provide the Work-Study Coordinator with the following completed forms: 1) An Appendix E Payroll Advice Form, 2) A Work Study Class Schedule Form, 3) An Appendix F1 IU Personal Profile Form, 4) An I-9 Form, 5) A Federal W-4 and 6) An Indiana WH-4 State tax Form. Supervisors must sign both the Appendix E and the Work Study Class Schedule Forms and then return to the Work-Study Coordinator in Career Services. After the Work-Study Coordinator reviews the paperwork, it will be sent to payroll for processing. These forms are available at the following website http://www.iun.edu/~careernw/work_study/#forms

3. Please be sure to provide a copy of verification of employment documentation, such as your driver's license and social security card, or birth certificate with the paperwork, if this is your first work-study job at IUN. We need **two (2)** forms of identification on file **before** you begin employment. For the complete list, go to <http://www.uscis.gov/files/nativedocuments/m-274.pdf>

4. A work-study student **cannot begin working until the required paperwork is received and approved by Payroll/Human Resources.** If a student begins working before they are approved through Payroll, he/she **will not be paid** for that time. ***Retroactive pay is not a possibility.***

5. If a student is hired for two (2) Work-Study positions, the award amounts will be distributed evenly between the jobs. Splitting work-study funds between two departments ***can only be done when departments are limited*** in the number of hours they have available to a student. **SPLITTING IS NOT BY STUDENT CHOICE!**

6. To determine the approximate number of hours you are eligible to work for a department, divide the amount of your Work-Study award by your pay rate. Further calculations will be done by the work-study coordinator to determine hours per week.

Example: **Award Amount = \$1,500 Rate of Pay = \$7.25** \$1,500 divided by \$7.25 = 206 hrs. Thus, to earn the **Entire** Award amount of \$1,500, you would need to work a total of 206 hours over the semester. Academic semesters are usually 16 – 18 weeks on average. This means that in our example here, you will need to work 12.5 to 11 hours each week.

NOTE: Work-study does allow students to work around their class schedule. It does not mean that a student will be allowed to study or complete homework while working. The opportunity to study while working is solely up to the discretion of your supervisor.

Eligibility

To be eligible to receive a Federal Work-Study award, a student must:

1. File a FAFSA by March 10th **every year**
2. Show financial need as determined by the government and IUN's Office of Financial Aid.
3. Be enrolled in **at least** 6 credit hours for the semester awarded.
4. Be meeting the requirements for reasonable satisfactory academic progress which include: maintaining at least the minimum standards for GPA of 2.0 and completing at least 75% of the courses attempted, including W's, I's, F's, FN's, FNN's, FX's, NC's and R's. All requirements of the SAP policy can be viewed by visiting the Financial Aid homepage by at www.iun.edu/~finaidnw/sap/ or by reading the policy insert included with your award package.

If you are awarded work-study, you will receive award notification either in a letter from the Office of Financial Aid or on your OneStart account. If FWS is not on your award letter, you can request to be re-evaluated for FWS by filling out an adjustment form. This is especially important if you have a department interested in hiring you for a position.

Summer FWS

To receive Federal Work-Study for a summer session, students must first register for classes. Upon registering for the required number of hours, the Financial Aid department will check your account for eligibility. Here is a list of number of credit hours in a given semester, and the allowed semester:

Summer Session 1 Enrolled in zero credit hours **CAN'T WORK SUMMER SESSION 1**

Summer Session 1 Enrolled in at least 3 hours Can work in Summer Session 1
Enrolled in 6 or more hours Can Work Summer Sessions 1 & 2

Summer Session 2 Enrolled in zero hours **MUST HAVE BEEN ENROLLED IN 6 HOURS DURING SUMMER SESSION 1 TO WORK SUMMER 2**

Summer Session 2 Enrolled in at least 3 hours Can Work in Summer Session 2

Rate of Pay

The student's rate of pay is determined by each individual department and is based on the responsibilities required of each position. The minimum a student can receive is \$7.25/hr., as of July 24, 2009. Work-Study students should be paid according to the position requirements and should not be earning more than full-time employees, i.e. secretaries, administrative assistants.

Off-Campus Positions

Work-Study positions are available off-campus as well as on-campus. Off-campus positions will usually be at a non-profit organization or a public agency and listed on our website. You can also check with Career Services to find out the participating organizations. Off Campus FWS sites are subject to **ALL Indiana University Northwest** work-study rules and regulations. Additionally, Off-Campus sites **MUST** pay their 25% up front to the university prior to a student's start date.

Finding Positions

Finding positions on the Indiana University Northwest campus should be done via the FWS website located at: http://www.iun.edu/~careernw/work_study/ Click on the current or upcoming semester to look at positions. Make sure to click on the **title link** to look at all requirements for a job. Contact the supervisor **as requested in the job requirements**. If there is no direct instruction, call the supervisor at his or her phone number listed in the job add.

If all positions listed on the website are filled, go out on to the campus and visit each department. The only locations that cannot use Federal Work Study funding at Indiana University Northwest are the bookstore, the cafeteria in Moraine Student Center, the Café in the Library Conference Center and the Credit Union. Additionally, Human Resources does not participate in work study.

Student Responsibilities

1. The success or failure of your participation in the Federal Work-Study Program will be determined by you!
 - a. The attitude with which you perform your job is just as important as the completion of the task itself.
 - b. The establishment of a good working relationship with your supervisor is your responsibility
2. Your hiring department is depending on you. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
3. Personal phone calls and visiting with friends is highly discouraged and may be done only with your supervisor's specific permission.
4. Ask questions whenever you do not understand the instructions given to you; make sure you understand what is expected of you.
5. Your placement with a department can be terminated when the following occurs:
 - a. poor performance
 - b. failure to work scheduled hours
 - c. lack of available funding
 - d. not adhering to the guidelines set by the department or university, as well as other things
6. Students will be required to keep a tally of earnings by deducting each pay check from his or her limit of earnings. Start with awarded amount and subtract Gross Pay. When you notice you are close to meeting your limit, contact the Work-Study Coordinator.
7. Ask your supervisor about the required dress code for your area. Students are expected to dress professionally, regardless. However, the final word is given by your department supervisor.

Responsibility of the Supervisors

Your supervisor has the responsibility to give you, the student, some training on the office policies and procedures. Some of the responsibilities of your supervisor include the following:

1. Makes sure the appropriate paperwork is done and permission is granted to begin work
2. Assigns and supervises student's work and monitors performance
3. Monitors the student's work hours to ensure that their students do not work more than their limit of earnings and/or work-study award during the academic year and summer sessions.
4. Approves time for payment and forwards to payroll.
5. Keeps a tally of your earnings and contacts the coordinator when nearing end of funds.

Disciplinary Procedures

Career Services policy is that supervisors WILL follow the following guidelines when dealing with disciplinary issues:

1. Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem.
2. The second time there is a problem; gives the student a written warning. ******
3. The third time there is a problem; the department is free to terminate the student's employment with that department.

Grounds for **disciplinary action** include, but are not limited to:

- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Use of the telephone for personal calls without Supervisor approval
- Visiting with friends during working hours without Supervisor approval
- Rude behavior with students and/or customers visiting your work area
- Use of computer for personal internet usage without Supervisor approval

**** The second and/or third times do not have to be the same issue. You do not get three "strikes" per issue. It is three period.**

There **are** situations that require more severe action. Grounds for **immediate dismissal** include, but are not limited to:

- Lying on time sheets or attempting to alter schedule via the TIME system
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of University equipment or supplies for personal gain
- Disclosure or use of confidential information for any reason
- Harassing behavior **of any kind** towards Supervisor, co-workers, or other University Staff, faculty, students and community members.

IT IS THE RESPONSIBILITY OF BOTH THE STUDENT AND THE EMPLOYING DEPARTMENT, TO VERIFY PROCEDURES AND POLICIES WITH CAREER SERVICES!

Studying on The Job

Departments are **NOT** required to allow you to study while at work. If you have done all of the work that you can possibly do and still have time before you are scheduled to conclude your work time, you may ask permission from your supervisor to study. **IF YOUR SUPERVISOR SAYS "NO" THAT IS HIS OR HER RIGHT!** Do not push the issue and do not boldly pull out your books and start studying anyway! **THESE ACTIONS ARE GROUNDS FOR IMMEDIATE DISMISAL!** Please respect the supervisor's right to say no.

Confidentiality

Your Confidentiality

The status of a student's financial aid award is to be kept strictly confidential. This means your employing department **CANNOT** reveal your "**financial aid status**". Your department also may not disclose you as a "federal work study student" to those employees outside of the federal work-study program, other IUN students, and /or to anyone outside of this university. It is your right to disclose this information, if you want to...otherwise DON'T!

For example:

Inappropriate disclosure:

" This is John, a federal work-study student employee in our department."

Appropriate disclosure:

This is John, a student employee in our department."

Our Confidentiality

In keeping with the policy of the University and in compliance with the Family Educational Rights to Privacy Act (FERPA) of 1974, information about the students within a department, the files of those students, and any other information about a department, other than publicly available information, is to be protected and not discussed with any person outside of the department. This includes, but is not limited to, fellow students that are not also employed by that department, as well as the general public. **Disclosure of or use of confidential information for any reason is grounds for immediate dismissal!**

What Happens When You Have Earned Your Full Award Amount?

Sometimes a student will earn the full amount of money awarded to them for the academic year or summer session before it is over. In this case, there are two options. The Department may do one of two things:

1. The department may continue employing the student paying 100% of their wages, instead of 25% until such time as the student is awarded more funds
2. The department may stop the students employment by not issuing further working hours, if they are unable to pay 100%.

Students may request to see if they are eligible for an increase in the work-study award amounts by contacting Financial Aid.

3. **NO** outside organizations can continue a FWS student when the awarded amount is gone. The student may not visit or volunteer for the outside organization. It is against the rules for a FWS student worker to be at their outside organization, PERIOD, when the FWS award is not in effect.

Resignation

If a student finds it necessary to leave a campus or outside FWS job, we encourage a two week notice be given to the immediate supervisor, in writing, and that the student work his or her normal schedule during those two weeks. Any student who does not give notice and decides to stop showing up at work can damage future opportunities of obtaining employment within a different department.



Federal Work Study Program Student Agreement

These basic responsibilities are required of all Federal Work-Study recipients. Failure to adhere to these responsibilities may affect your Federal Work Study (FWS) award status.

It is your responsibility...

1. To **accept** your Federal Work-Study Award by accepting your award on OneStart.
2. To attend a mandatory Federal Work Study orientation with the coordinator.
3. To download and read the Student Employment Manual.
4. To **respond and attend** to all inquiries and interviews scheduled with FWS Supervisors and/or FWS Coordinator.
Please notify the Supervisor you are scheduled to meet with, if you are unable to attend.
5. To keep the FWS Coordinator informed of your current employment status throughout your job search. Please contact the FWS Coordinator in regards to any difficulties with your job search.
6. To stay with a **COMMUNITY SERVICE AGENCY** until the end of the semester or until a suitable replacement is found.
7. To give University Departments and the FWS Coordinator **two weeks notice** regarding your decision to resign, to ensure continuation of funds in a new FWS position.
8. To keep yourself informed of **all University policies and procedures** as outlined in the **Student Employment Manual**, as well as the **Student Handbook** and **all** Financial Aid requirements. Financial Aid requirements can be viewed via the Internet by going to <http://www.iun.edu/~finaidnw/>
9. To understand that you may be asked to undergo a background check by an interested department.
10. **To understand that your FWS award does not guarantee a placement.** Remember, your **ATTITUDE** and the **EFFORT** that you put into your job search will determine your success.
11. To notify your supervisor and the Federal Work Study Coordinator of **ANY** changes in your enrollment or in your Financial Aid status.
12. To remain enrolled in half time, which is **six credit hours** during any semester, if you are an Undergraduate or **four credit hours** if you are a Graduate student.
13. To understand that should you drop below the required credit hours, that you may not be able to continue to be employed through FWS until such time that you again meet the required enrollment hours.
14. To understand that should you withdraw from classes before a semester begins, that **your FWS award is invalid.**

I agree to abide by all the policies and procedures set forth by the following: The Office of Career Services, Indiana University Northwest, the hiring department, contained in this document and within the Student Employment Manual.

Failure to follow employment procedures may result in disciplinary action up to and including termination.

STUDENT'S SIGNATURE

PRINT NAME

DATE

STUDENT IDENTIFICATION NUMBER

FEDERAL WORK STUDY COORDINATOR

DATE