



# **Federal Work Study (FWS) Supervisor Guide**

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## Introduction

Employment opportunities for students are designed to provide a balance between the academic pursuits of a student and the operational needs of a department. Student workers are not meant to be ongoing or permanent workers of the District or to be utilized as replacements for regular classified positions.

As a supervisor of a FWS student, you are an important part of the program. The purpose of this guide is to inform you about the policies and procedures of the FWS Program.

## What is Federal Work Study (FWS)

The Federal Work-Study Program (FWS) is a federally funded program and is awarded to eligible students through the Financial Aid Office at El Camino College. The FWS Program affords students with an opportunity to work on or off campus and earn money to supplement expenses not covered by grants or loans. Additionally, students obtain valuable experience that may lead to their future career.

## Who is eligible for Federal Work Study?

To be eligible for a FWS award, a student must:

- Complete a Free Application for Federal Student Aid (FAFSA)
- Be determined eligible and be awarded FWS
- Be enrolled in at least six (6) units for Fall and Spring semesters
- Maintain Satisfactory Academic Progress (SAP)

## How students are awarded FWS

- Students receive an award letter
- Anyone interested in FWS is asked to complete a Job Request Form ○ Must complete one every year
- Eligibility is determined and anyone eligible receives a FWS Approval Notice
- Students will contact anyone who has completed a Student Employee Request Form for a possible interview

## Steps to hiring FWS students

- Complete a Student Employee Request Form or Job Description ○ [Job Description](#)
- Request a FWS Approval Notice from the student
- Complete and submit the online FWS Payroll Authorization for a new employee
- Inform Human Resources via email with your employee's name and email
- Wait until Human Resources Approves the employee to allow her/him to begin working

## Financial Aid Award/FWS Revisions

Students' awards are limited based on their cost of attendance and FWS is part of financial aid considered self-help meaning that students must earn their funds by working. Financial Aid Offices are required to prioritize financial aid, grants have first priority and FWS has second priority. A Work Study Award may decrease because students become eligible for additional grants such as Cal Grant and Scholarships. Departments will be informed as soon as possible when changes occur.

## Increases

Some students may be eligible to have their FWS award increased; the decision to increase a student's award is based on eligibility and funding availability. To request an increase please wait until your student has earned 50 % of their award and send an email to [federalworkstudy@elcamino.edu](mailto:federalworkstudy@elcamino.edu).

## Hourly Rate

All students must be paid based on duties performed, refer to The Human Resources webpage for salary schedules. Financial Aid allows departments to set their employee's hourly rate; however, hourly rates must reflect job duties. For example, the hourly rate for students with no previous experience should be the minimum wage. As a reminder, Student Workers cannot exceed 20 hours of work per week.

## Student Pay Rates

Student pay rates and their affiliated position titles are established by Human Resources and approved by the Board. A student's starting pay rate and any subsequent pay increases are determined by the supervisor and based on the scope of work of being done and the level of support provided by the student position:

Position Title	Job Duty Description
Student Worker IV	Provides support in a moderate capacity. Requires some specialized knowledge, training, and skills for specific functions. Uses independent judgment and works under some direct supervision.

Student Worker V	Provides support in an advanced capacity. Requires specialized knowledge, training, and skills for specific functions and complex tasks. Uses independent judgment and works with minimal supervision.
Student Worker VI	Provides support and assistance in a highly advanced capacity. Requires highly specialized knowledge, skills, or training for specific, high-level functions, complex tasks, and special assignments on a regular basis. Uses independent judgment and works with minimal to

## Payroll

Student employees are paid on the 10<sup>th</sup> of each month for hours worked the previous pay period, it's extremely important to submit timesheets on a timely manner to make sure students are getting paid on time. If these dates should fall on a Saturday or Sunday, their paychecks will be mailed on the Friday before the 10<sup>th</sup>. Notice that students may elect to get paid by using the direct deposit option (Contact Payroll for assistance)

## Termination

Students must stop working if any of the following occur:

- Their enrollment drops below six (6) units.
- They fail to meet Satisfactory Academic Progress (SAP) (For more information regarding SAP please visit the Financial Aid website)
- They have earned their full Federal Work Study Award for the semester unless the student is enrolled in at least six (6) units the subsequent semester
- They are notified by the Financial Aid Office or their supervisor that they must stop working due to other eligibility changes
- They are not meeting the department's expectations

## Supervisor responsibilities

- Provide supervision to your student employee(s)
- Monitor the total hours worked each month to ensure the student is not exceeding their awards or maximum hours per week
- Verify hours worked to has not worked in excess of the required hours.
  - It is recommended that each supervisor establishes a policy for recording time worked daily

- Notify the Federal Work Study Coordinator if a student employee is terminated or has not reported to work
- Complete a Student Employee Request Form Job Description(s)
- Assume full fiscal responsibility for earnings of students during any period of time when the student is or was ineligible to receive Federal Work-Study Funds.

### **Student responsibilities**

- Must reapply annually for financial aid within the time period prescribed and if continuing in the same work-study job, the student must reapply for Federal Work Study
- Must read and complete all paperwork from the Financial Aid Office, Human Resources, and the Supervisor in the department where employed
- Must maintain and keep records of regular work schedule and earnings
- Must notify the supervisor as soon as possible of any change necessary in the work schedule
- Must notify the supervisor and Financial Aid Office if a change occurs in name or enrollment status
- Must keep track of earnings and NOT exceed Federal Work Study semester award. When getting close to award maximum should discuss with supervisor (Supervisors should contact the FWS Coordinator for increases)

### **Winter Employment**

During the winter intersession, students enrolled in at least three (3) units qualify for the “FICA exception” as a student worker. Winter-enrolled students may work a maximum of 25 hours per week. If a student is not enrolled in winter intersession classes, but completed coursework at El Camino the previous semester and can verify that they are enrolled in classes for the upcoming semester, the student will not be subject to FICA taxes so long as the winter intersession is five weeks or less. The 25 hours per week maximum applies even if the student is not enrolled during the winter intersession.

## Summer Employment

FWS awards are awarded for fall and spring semesters; however, the student may begin working as early as July 1<sup>st</sup> and they may continue working as late as June 30<sup>th</sup>. However, students may only earn their fall allocation during July 1st through the last day of the fall semester

The following are conditions students must meet in order to work beginning July 1<sup>st</sup>.

- Students must have a new Payroll Authorization approved by Financial Aid and HR for the academic year they want to work. For example, if you are hiring a student to work July 1, 2019, you must have an approved 2019-20 FWS Payroll Authorization
- Students must be enrolled in at least six (6) units during fall

## Working After the Last Day of Spring

Students who are transferring may only work until the last day of the spring semester. Returning students may continue working until June 30<sup>th</sup> as long as they meet the following conditions:

- Students must have an award left to earn
- They must be enrolled in at least six (6) units during fall

In accordance with the State of California Department of Industrial Relations, Division of Labor Standards Enforcement, the following applies to rest and meal periods:

### Rest Period

Employers are required to give each employee a paid break for each four (4) hours worked. This period is not to exceed twenty (20) minutes.

### Meal Period

Employees are entitled to a minimum thirty (30) minute duty-free, non-paid meal period for every five (5) hours worked. The employee cannot work more than five hours per day without a meal period.

\*The exception to this may occur when, through mutual consent of both the employer and employee, the meal period may be waived if the employee does not work more than six (6) hours.

## **Sick Leave**

For purposes of this informational piece, the term “employee” shall refer to all hourly, short-term employees and student employees hired and processed through the human resources office and paid through the college’s payroll department.

Eligible employees who work 30 or more calendar days (whether or not the employee works 1 hour or 8 hours, it counts as a day for purposes of the labor code within the fiscal year, are provided 24 hours (3 days) of sick leave.

**Sick Leave Use Eligibility:** Upon completion of 90 calendar days of employment.

**Employed 90 days:** Eligible to immediately use their 24 hours (3-days) of sick leave.

**Less than 90 days employment:** Must first complete 90 calendar days of employment prior to eligibility to using their 24 hours (3-days) fiscal year sick leave.

**Minimum Usage Increment:** The minimum sick leave usage increment is 2 hours.

\*Unused sick leave does not carry over to the following year.

**Sick Leave Account For all Departments (other than grant funded programs):** Please

use account number **11-52350-00-679000-8102** (Fund 11)