

# CHAPTER 14

## FEDERAL WORK-STUDY PROGRAM

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

14.1

### SELECTION AND AWARDING OF STUDENTS OUR POLICIES AND PROCEDURES

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#### IVC POLICIES

##### INTRODUCTION TO WORK STUDY PROGRAM

- Federal Work-Study (FWS) program provides part-time jobs to eligible students. Students must complete the financial aid process and qualify before working in any FWS position.
- Funding for student wages comes from a combination of the federal government and employers and is paid monthly through Imperial Valley College.
- The program is need based. Students must file the Free Application for Federal Student Aid (FAFSA) each year. There is no guarantee that a student will receive the award or continue to receive work-study awards from one year to the next.
- Students should complete the application process early to be considered.
- FWS funds are limited. There is also no guarantee that a student will be able to get a job or earn the full amount of the award before the IVC allocation for FWS funds is spent.

##### ELIGIBILITY IS DETERMINED BASED ON

- Financial aid file completion date
- Demonstrated unmet financial need
- Enrollment status (must be enrolled in a minimum of 6 units)
- Good academic standing

#### IVC PROCEDURES

##### SELECTION

- FWS is reasonably available to all eligible students who meet the following criteria:
  - Apply early
    - Students should complete the FAFSA early.
  - Required Enrollment
    - Students must be enrolled in at least 6 units or will have their FWS cancelled.

##### AWARDING

- Banner system will calculate need (budget minus EFC).
  - Aid is awarded based on an awarding hierarchy.
  - Financial aid will be awarded in the following order until need is met:
    1. California College Promise Grant
    2. Pell Grants
    3. Cal Grants
    4. Student Success Completion Grant
    5. Supplemental Education Opportunity Grants
    6. Work Study
    7. Chaffee Grants
- Once offered a Work Study award, student must accept the offer in WEBSTAR.

# CHAPTER 14

## FEDERAL WORK-STUDY PROGRAM

*Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251*

### MINIMUM AND MAXIMUM AWARDS

- In general, the minimum award for FWS is \$2500 the maximum initial award is \$5000 (student may earn more if need allows)
- Generally, FWS funds are awarded and evenly divided between two semesters. If funds allow, the student may utilize any portion of their award in the spring semester.

### PRIORITY FOR RE-AWARDING UNUSED FUNDS

- We typically overaward FWS funds by 150% of our allocation. This is based on the past history of students, which shows that many students do not fully utilize their FWS awards during the school year.
- By overawarding and monitoring the FWS funds throughout the school year, and by making transfers to the FSEOG program if appropriate, the college does not have unused funds.

### SUMMER PROCEDURE

- IVC does NOT fund Work Study during the summer.

### PART-TIME AND INDEPENDENT STUDENTS

- This group is reported on FISAP.
- This is a typical student type for our school; therefore, based on our allocation, we offer a reasonable portion of our FWS program dollars to less-than-full-time or independent students.

# CHAPTER 14

## FEDERAL WORK-STUDY PROGRAM

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

14.2

### ELIGIBLE FWS EMPLOYERS AND JOBS OUR POLICIES AND PROCEDURES

Imperial Valley  
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#### IVC POLICIES

##### STUDENT PAY RATES

Job Description	Effective 1-01-2019	Effective 1-01-2020
Tutors	\$12.00	\$13.00
Campus Safety Support & Parking Attendants	\$12.00	\$13.00
Student Assistants	\$12.00	\$13.00

#### IVC PROCEDURES

##### ELIGIBLE EMPLOYERS AND JOBS

- To the maximum extent practical, our school awards FWS employment that will complement and reinforce each recipient's educational program or career goals.
- FWS employment may be used to support programs for supportive services to students with disabilities.

##### On-Campus

- We do utilize FWS for on-campus jobs for which we have contracts.

##### Off-Campus

- We do utilize FWS for off-campus jobs for which we have contracts.
- **EXAMPLES** of current FWS off-campus agencies include: Imperial County Office of Education and City of Calexico
- **Contracts with Off-Campus Agencies:** Approval is handled by Director of Financial Aid
  - Off-Campus Agreements specify: agency's match rate, total dollar amount budgeted for the academic year, who is considered the employer, who pays the student, and that adequate supervision is provided.
  - All positions adhere to the criteria as set forth by federal regulations.
- Our school is the employer in an off-campus arrangement.

##### Community Services

- We inform eligible students of the opportunity to perform community services through available positions on job board.
- We meet the community service requirement in this way by placing students in various community tutoring positions.
- Work-study coordinators monitor payroll records to ensure the 7% requirement is met.

# CHAPTER 14

## FEDERAL WORK-STUDY PROGRAM

*Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251*

### EMPLOYMENT CONDITIONS AND LIMITATIONS

- FWS employers are informed of the employment limitations before submitting position requests via Supervisor Handbook.
- To confirm appropriate jobs are provided, job descriptions are reviewed as they are received and before posting
- IVC posts available jobs online.
- Students may work up to 8 hours per day
- Students may work up to 15 hours per week
- FWS position is valid until last day of Spring semester or when funds are exhausted (whichever occurs first).

# CHAPTER 14

## FEDERAL WORK-STUDY PROGRAM

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

14.3

### JOB POSTING, HIRING, PAYROLL AND MONITORING AWARDS OUR PROCEDURES

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#### JOB POSTING & HIRING PROCESS FOR ON-CAMPUS

Refer to: [Work Study Supervisor Handbook](#) in Exhibits

- STEP 1: Complete and submit Work Study Contract and Work Study Job Description Forms to financial aid office. Job listings are posted online and students are instructed to contact the supervisor listed in the job announcement to arrange an interview.
- STEP 2: Do not interview student unless they have a completed Student Employment Application and copy of their Work Study Instructions Email. **Note:** Both items are required to re-hire returning students as well.
- STEP 3: The decision to hire or not hire student rests with the supervisor; there is no guaranteed Work Study placement. If you decide to hire the student, you will need to print the Work Study Hiring Forms from the link available on our website.
- STEP 4: Complete forms with student. The forms to be completed as part of the hiring packet are:
  1. W-4
  2. Drug Free Work Place Policy
  3. Statement of Privacy Act
  4. Work Study Statement of Compliance
  5. Work Study Authorization Form
  6. **Note:** I-9 form will be completed electronically by Work Study Coordinator
- STEP 5: Direct student to schedule an appointment with the Work Study Coordinator to submit the hiring packet and complete the hiring process.
- STEP 6: Once you receive completed Work Study Authorization approved by Work Study Coordinator, the student may begin working on the date indicated.

#### MONITORING AWARDS AND OTHER SUPERVISOR RESPONSIBILITIES

- Supervisors must monitor the hours a FWS student works. Students cannot be scheduled to work during their class time or exam periods. Supervisors should check student class schedule each semester to ensure students are not working during class time. Any exception, such as a class cancelation, must be documented.
- TRACKING LIMIT: It is the supervisor's responsibility to keep track of the hours used to ensure they are not exceeded.
- Hours worked must be tracked on a time card. The record must be retained by the Department for three years after the end of the academic year and made available to auditors upon request.
  - A suggested, optional time card format is available on the Financial Aid website.
- Any hours worked beyond those authorized will be paid from the department or agency.
- HOUR LIMIT: FWS students cannot work more than 15 hours per week, or over 8 hours in a day.
- Students must be supervised while performing Work Study job duties.
- Students working remotely from home, on weekends, or on days when the College is closed do not meet the supervision requirements and are not authorized to be paid from Work Study funds unless requested and approved in advance by the Work Study Coordinator.
- SUMMER: There is no Work Study during the summer.
- BREAKS: FWS students scheduled to work 4 to 5 hours must take a 15-minute break. If scheduled for 6 or more hours, they must take a minimum 30-minute break.
- REQUIRED ENROLLMENT: Students must maintain continuous, at least half-time enrollment (6 units) to be eligible. If they drop to less than half time, they are no longer eligible.

# CHAPTER 14

## FEDERAL WORK-STUDY PROGRAM

*Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251*

- Supervisors are expected to provide a meaningful work experience consistent with the job description that was provided for this position.
- Supervisor must provide training, explain job assignments and describe dress code in the work area.
- If the student stops showing up for work, notify the Work Study Coordinator immediately. Another Work Study student may or may not be available depending on current funding.

### TIMESHEETS

- Timesheets must be approved by the authorized supervisor on Web-time. (Work-study coordinators will approve for off-campus agencies)
- When completing timesheets, round off to nearest ¼ of an hour. Improperly completed or illegible timesheets will not be accepted and will be returned for corrections and may not be processed until following pay period.
- Timesheets must be verified and signed by the Agency Department authorized supervisor.
- All timesheets are DUE in the Financial Aid Office no later than the 10th of each month for hours worked from the 11th of the previous month to the 10th of the current month.
- Students and supervisors are responsible for submitting timesheets on time.
- Work Study checks will be mailed to the students' mailing address on the last working day of each month.

### SICK LEAVE

- Work Study students are eligible to accrue sick leave in accordance with California AB 1522.
- Students who work more than 30 days can earn sick leave.
- Sick leave is earned at the rate of 1 hour for every 30 hours worked.
- There is a limit of 48 hours of sick that may be accrued, a maximum of 24 hours of sick leave may be used per fiscal year. Unused sick leave rolls over into the next year.
- Sick leave is not paid out upon the end of employment, however upon reemployment within 12 months the previous unused sick leave balance may be reinstated.
- Sick leave may only be used on or after the 90th day of employment.
- Sick leave may be used for the diagnosis, care or treatment of an existing condition, or preventative care for the student or a family member.
- Student workers must provide supervisor with reasonable notice when using sick leave unless the event is unforeseeable, which then the student must provide notice "as soon as practical".
- Sick leave hours must be reported in the sick leave column of the electronic timesheet and clearly indicated on the printed copy submitted to the Financial Aid Office.
- Federal Work Study funds may not be used to pay sick leave hours; the district/employer incurs the cost of all Work Study students. Sick leave balance: contact a Work Study Coordinator.

FEDERAL WORK STUDY PAYROLL SCHEDULE	
<b>PAY PERIOD</b>	from the 11th of the previous month to the 10th of the current month
<b>TIME SHEET DUE DATE</b>	no later than the 10th of each month
<b>PAY DATE</b>	last working day of each month.

# CHAPTER 14

## FEDERAL WORK-STUDY PROGRAM

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

14.4

### FISCAL PROCEDURES AND RECORDS OUR PROCEDURES

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#### IVC PROCEDURES

##### FUND MANAGEMENT

- Offices responsible: Accounting Office
- IVC maintains FWS funds as required. **Refer to:** [668.163](#)
  - Bank account as specified is maintained by the Accounting Office.
- We follow record retention and examination provisions in [675.19](#) and [668.24](#)
- Record of hours worked collected monthly and maintained in this way: WebTime system.
  - Supervisor's approval on WebTime
- Payroll voucher transaction: checks disbursed to student
- Our school coordinates an accurate Fiscal Operations Report submitted on time as specified by the Secretary:
  - Banner system automatically updates (SIS) with amounts of actual earnings.
  - We run a FISAP report and customized queries in our student information system to identify FWS recipients.

##### FEDERAL SHARE

###### On campus employment

- Our federal share is:0%

###### Off-campus employment:

- Agency pays 35% and FWS pays 65% of the amount earned.
- We do exercise the option to waive the match for funds used for students working through Community Service-Learning

##### INSTITUTION SHARE

- NA

##### FUND USE FLEXIBILITY

- We may utilize program flexibility to transfer funds.

##### RECONCILIATION

- Our FWS reconciliation is done monthly and coordinated between Financial Aid Office and Accounting Office.