WORK-STUDY SUPERVISOR HANDBOOK

A. INTRODUCTION TO THE FEDERAL WORK-STUDY PROGRAM

The 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. The 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.

B. HOW TO HIRE AN ON-CAMPUS WORK-STUDY STUDENT (NOTE: Off campus employers should refer to the instructions received with the Work-Study Contract)

STEP 1: Complete and submit the Work-Study Contract and Work-Study Job Description Form(s) to the 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 the student unless they have a completed Student Employment Application and copy of their Work-Study Instructions Email**. Note: Both of these items are required for returning students you would like to re-hire as well.**

STEP 3: The decision to hire or not hire the 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 the forms with the student. The forms that must be completed as part of the hiring packet are:

a. I-9 (first time only with copy of SSN card and DL)

b. W-4 (first time only – can be updated)
c. Drug Free Work Place Policy
d. Statement of Privacy Act
e. Work-Study Statement of Compliance
f. Work-Study Authorization Form

STEP 5: Direct the 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 the completed Work-Study Authorization approved by the Work-Study Coordinator, the student may begin working on the date indicated.

C. SUPERVISOR RESPONSIBILITIES

Supervisors must monitor the hours a FWS student works. Students cannot be scheduled to work during their class time or exam periods. It is the supervisor's responsibility to keep track of the hours used to ensure they are not exceeded. Actual hours worked must be tracked on a time card and 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 your department or agency.

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. Keep in mind that working more hours only uses awarded hours quicker and there is no guarantee that an initial work study award will be increased during the year. There is no work study during the summer.

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. 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. In addition, Work-Study students are required to notify the Work-Study Coordinator if he or she is hired for unsubsidized employment.

Supervisors are expected to provide a meaningful work experience consistent with the job description that was provided for this position. In addition, the 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.

All questions and concerns regarding the Work-Study Program are to be directed to one of the Work-Study Coordinators:

Marissa Izarraraz	Ph: 760.355.6268	Email: marisa.izarraraz@imperial.edu
Leticia Santiago	Ph: 760.355.6273	Email: leticia.santiago@imperial.edu

D. TIMESHEETS

Timesheets must be verified and signed by the Agency Department authorized supervisor. These must be neat and legible. When completing timesheets, round off to the nearest ¼ of an hour. Improperly completed or illegible timesheets will not be accepted. They will be returned for corrections and may not be processed until the following pay period.

All timesheets are DUE in the Financial Aid Office no later than the 11th 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. Any late timesheets will NOT be processed in the normal scheduled payroll, but will be processed with the following month's payroll process. Work-Study checks will be mailed to the students' mailing address on the last working day of each month.