



COSUMNES
RIVER COLLEGE

Los Rios Community College District

Financial Aid Office
June 2017

Federal Work Study Student Handbook

2017-18

Cosumnes River College Federal Work Study Handbook



Dear Federal Work Study Participant:

Thank you for participating in the Federal Work Study program. This program combines an invaluable work experience with an additional financial resource to assist you while attending Cosumnes River College. As a work study student, you represent Cosumnes River College as an important member of our staff. Many departments on campus rely on work study employees to help support the day-to-day operations of the college.

This manual is designed to provide both students and supervisors with the information needed to understand the program. It is intended to serve as a valuable resource that contains the answers to many of the frequently asked questions that arise in regard to Federal Work Study. Should you have any additional questions about the Federal Work Study program or the Financial Aid process, the Financial Aid staff is always available to assist you throughout the year.

Again, thank you for your support and your contributions to this program.

Sincerely,

Yolanda Garcia
Financial Aid Supervisor

Janet Alvarado
Financial Aid Officer

Federal Work Study Eligibility



Federal Work Study (FWS) positions are awarded to students who meet the eligibility criteria for federal financial aid. Financial need is determined from information submitted on the Free Application for Federal Student Aid (FAFSA). The amount of the FWS award and, therefore, the number of hours a student may work, will be based on information from the student's need analysis after completion of the student's financial aid file.

In order to be eligible for Federal Work Study:



1. a student must have a completed financial aid file with additional financial need above and beyond grant eligibility, and
2. a student must be enrolled at least half time (in course applicable units) in an eligible program, and
3. a student must demonstrate and maintain Satisfactory Academic Progress.

Please note that if you apply for (and are awarded) student loans, scholarships, or other Financial Aid funding while your FWS application is being processed, it could affect whether or not you are eligible for FWS.

How to Apply for FWS at CRC



Open job positions will be posted on the Federal Work Study link on the CRC Financial Aid website. Positions are posted for a minimum of three days and will be removed when Financial Aid Office is notified that the position has been filled. New positions will be posted as they become available and as funding permits.

If you meet the FWS eligibility requirements on the previous page and would like to apply for an open position on the website, please come in to the Financial Aid Office with the following:

1. A completed Federal Work Study application
2. A copy of the job posting for which you are interested in applying
3. Your resume

As a reminder, students who have insufficient unmet need, are not enrolled in at least 6 course applicable units, do not have a completed file, and/or are not meeting satisfactory academic progress are not eligible for Federal Work Study and will be sent a denial letter if an application is submitted. You may reapply when eligible.

Applicants who are eligible for Federal Work Study will have their application packet forwarded from the Financial Aid Office to the department for which they are applying. If it is determined that you meet the qualifications for the position, you will be contacted by that department for an interview. If you are hired, the department will notify the Financial Aid Office and a FWS award will be added to your awards on eservices.

If you are awarded FWS, a schedule of hours and days of work should be established before you begin work. In order to determine the maximum number of hours you can work during the semester, divide your semester award by the current FWS pay rate. The resulting number of hours should then be divided by the number of weeks in the semester. *Work hours must not conflict with your class schedule under any circumstances.*

Example: Establishing a work schedule

If the semester award equals \$2688 and the current pay rate is \$10.50 per hour, then:

$$\$2688 / \$10.50 \text{ per hour} = 256 \text{ hours (for the semester)}$$

$$256 \text{ hours} / 16 \text{ weeks in the semester} = 16 \text{ hours per week}$$

Important information about the Federal Work Study Program



1 A FWS student must be officially registered and remain enrolled in at least 6 (degree applicable) units in order to participate in the FWS program. If you drop below 6 units, you must stop working under the FWS budget and notify the Financial Aid Office. Failure to do so will result in the cancellation of your remaining FWS and your award may not be renewed in subsequent years.

2 A student's FWS award is valid only during the semester in which it was awarded. For example, students cannot begin to use their spring award until the 1st academic day of the spring semester and unused fall funds cannot be used in the spring.

3 Students may work a maximum of 26 hours a week while classes are in session, but no more than eight hours each day. It is recommended that students work no more than 12 hours each week. If you exceed the allocated award, we may not be able to cover those hours. Area offices will be responsible for any hours worked beyond the awarded amount each semester.

- ❖ We strongly discourage any student from being employed in more than one area on campus. Since the combined total of hours worked cannot exceed 26 hours a week, or eight hours per day, both areas would have to coordinate the student's work schedule so the hourly limits and FWS funding are not exceeded. It is the student's responsibility to notify both supervisors that he/she is employed in another department.



4 When the college is not in academic session (during semester breaks) students may work up to 40 hours per week, subject to the availability of work, supervisor's approval, and within the limits of the FWS award for the semester.

5 The student and the supervisor must keep an accurate, up-to-date accounting of all FWS earnings. Reduction and increase in FWS awards are subject to the availability of funds, and to the student's continuing eligibility.

6 Either a student or supervisor may terminate a work study agreement. The Financial Aid Office must be notified immediately of any changes. If applicable, CalWORKs advisors must also be notified.

FWS/CalWORKs students:

When a student is eligible for FWS and CalWORKs as a matching fund, FWS funds (25%) and CalWORKs funds (75%) will be listed separately on the student's award notification. Add the awarded amounts in order to determine the number of hours the student can work for the semester.

Example: Determining the number of hours when CalWORKs is a matching fund to FWS

If the semester award equals CalWORKs \$2016 + FWS \$672= \$2688
 $\$2688/\10.50 per hour=256 hours (for the semester)

To the Student:



Welcome to Federal Work Study!

Every work study position includes specific job responsibilities and expectations. Your employer, Cosumnes River College, understands that you are here primarily as a student, but your responsibility as an employee must be taken seriously.

A student accepting a work study position has the following responsibilities:

- To maintain at least halftime enrollment status in approved courses
- To maintain Satisfactory Academic Progress
- To report to work on time
- To notify the supervisor in advance of absences
- To be dependable, honest, and to maintain confidentiality
- To do the best possible work
- To complete time sheets correctly and on time
- To dress in appropriate attire
- To be professional and respectful
- To keep track of hours worked so as not to prematurely exceed the FWS award



Failure to meet the above responsibilities will result in termination of your FWS employment and cancellation of your FWS award.

Following are important guidelines/regulations you must observe:

- ◆ You may not begin work until an employment packet has been completed, submitted, and *approved*. All forms must be signed by the area dean and the supervisor, and processed through the Financial Aid Office and Business Services Office.
- ◆ You and your supervisor must agree on a schedule of work hours. You will be expected to follow that schedule. If you are not able to work, you must notify your supervisor in advance. Continued tardiness and absences may result in termination of your job by your supervisor.
- ◆ Your maximum eligibility for each semester is shown on your financial aid award summary page. You may not exceed the dollar amount (eligible hours) shown for each semester. Excess hours worked will not be paid with FWS funds.
- ◆ Your timesheets must be complete and accurate. Incomplete timesheets will result in a delay in processing and in receiving your paycheck. False information will result in dismissal and loss of further financial aid.

To the Student: Continuation



- ◆ Supervisors will distribute, collect, verify, sign, and submit timesheets to Business Services each month according to the established payroll schedule. You will be paid on the 10th day of the following month. If the 10th falls on a holiday or a weekend, you will be paid on the last working day prior to the 10th.
- ◆ Discuss with your supervisor the appropriate attire and any requirements specific to your position.
- ◆ Every attempt is made to place students in desirable positions, if possible, within the area of your program of study. CalWORKs students must meet with their advisors for assistance with job placement.

FWS Pay Rates and Pay Days

Pay rate As of January 2017 the pay rate for FWS students is \$10.50 per hour and will increase with the minimum wage.

Pay day Students are paid on the 10th of each month for the hours worked during the previous pay period. If an “Intent to Employ” form, available from Business Services, is not submitted and approved by the payroll deadline, the student will have to wait until the next pay cycle for payment.



FWS paychecks will be issued to the student in person at the Cashier window, located in the College Center. Checks are available from 8:00 am- 6:00 pm, Monday through Thursday, and 8:00 am to 4:30 pm on Friday.

Students must have a photo ID to pick up a check.

State Labor Laws and CRC Policies Concerning Work Study Students



Students may work a maximum of 26 hours per week while school is in session. A maximum of 40 hours, but not more than eight hours a day, may be worked during weeks when school is not in session (i.e. winter and spring recess). A student who does work the maximum of 26 hours a week may not have sufficient funding for the entire semester (based on school's funding level and financial need).



Maximum hours for student workers

26 per week maximum (while school is in session)

8 per day maximum

Breaks and lunch hours are to be taken in accordance with State Labor Relations Board requirements as follows:

Lunch Breaks:
*5 hours = 30 minute
unpaid lunch*

No employer shall employ any person for a work period of more than five hours per day without providing a meal period of not less than 30 minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. Please note: **this thirty minute break is an unpaid break.**

Rest periods:
*4 hours = 10
minute break*

Every employer shall authorize and permit all employees to take rest periods, which insofar as practicable, shall be in the middle of each work period. The authorized rest period time shall be based on the total hours worked daily at the rate of **ten minutes net rest time per four hours** or major fraction thereof. However, a rest period need not be authorized for employees whose total daily work time is less than three and one-half hours. Authorized rest period time shall be counted as hours worked for which there shall be no deduction from wages. *Rest periods may not be used to extend an employee's lunch period nor may they be used to adjust the starting or ending time of an employee's workday*

**Employment
Documentation:**

The immigration law requires that all employees hired after November 6, 1986, must provide proof of work eligibility. Applicants will be required to submit original copies of a photo ID, Social Security card, and DHS documentation (if applicable). Business Services will collect this documentation at the time the student is processed for employment.

Summer Federal Work Study



As a general rule, Federal Work Study during the summer is limited; however, some work study supervisors do need help during the summer and the financial aid staff will attempt to meet those needs with any remaining work study funds. Supervisors must request these additional funds prior to May 1st of each year so we can plan our budget accordingly. Students cannot work past the last day of the spring semester unless they have been cleared by the Financial Aid Office.

- ❖ Students who are **enrolled for summer** must notify the Financial Aid Office of their enrolled units. After verifying enrollment status, students will be allowed to continue working, using any remaining funds until June 30th. Students who have unmet need for the summer term may also qualify for additional FWS funds to be used during the summer semester. Students cannot work any “summer” hours until notification of additional FWS eligibility has been received in the form of an amended award notification. Hours worked without prior approval will be charged to the area’s budget.
- ❖ In very limited circumstances will a student who is enrolled in at least **6 units for the upcoming fall semester, but not enrolled for the summer**, be able to work during the summer semester using FWS funds beginning July 1st:
 - 1.) The student must have an award letter for the new academic year showing that they have been awarded FWS funds.
 - 2.) As of July 1st, any time worked during the summer semester will come from their fall FWS award allocation. The student must have sufficient unmet need.

All students working after July 1st must complete an “Intent to Employ” for the new fiscal year prior to working.

Please direct any questions to the Financial Aid Office at (916) 691-7325. Office hours are 8:00 am to 6:00 pm, Monday through Thursday, 8:00 am to 4:30 pm on Friday.