

## **Federal Work Study Policies and Procedures for CCSJ Students**

Updated 11/19/2008

A student's work study need is not simply based on the student's income level. The calculation for work study eligibility is "cost of attendance" minus "expected family contribution" minus "estimated financial assistance (grants and scholarships)." This calculation is made by a CCSJ Financial Aid Counselor and is included in the qualifying student's award letter if the student has indicated on the FAFSA that he/she is interested in work-study. The student must also be enrolled at least half-time to maintain work study eligibility. It is important to remember that, while federal work study is often packaged for a given award year, the calculation may be altered from one semester to another based on changes in enrollment.

Work study openings will be communicated to students through e-mails to the qualifying students' CCSJ account, posters placed on CCSJ Building bulletin boards, and through the College Central Network on the Internet. CCSJ employers are also encouraged to contact the Office of Financial Aid with any prospective student employees they might wish to hire.

The process for hiring a new work study student includes:

1. Completed WS Applications are sent to the employers departments in which the student has listed interest
2. Employer contacts the student for the interview
3. Employer interviews the student
4. Employer informs the Office of Financial Aid that he/she would like to hire (or not hire) the student in question
5. A CCSJ Financial Aid counselor recalculates the student's work-study eligibility based on the exact hours/weeks required for the position in question
6. Assuming that the student accepts the offer of employment, a contract listing the hours, job description, dates, and award amount is created by the CCSJ Financial Aid Specialist
7. The student and employer sign the work contract
8. The student's financial aid package is revised with the exact award in the contract
9. The student completes the W-4 form and any other necessary documents in the Office of Financial Aid (FA Specialist)

If a work study student will continue in the same position from one semester to the next:

1. Employer contacts the Office of Financial Aid confirming that student will continue
2. Financial Aid Specialist checks student's semester work-study eligibility
3. New contract is created and signed

Other key aspects of employing work study students:

Dress Policy: Work-study students are expected to dress in a manner appropriate to the particular position of employment.

Discrimination is prohibited: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs or activities receiving federal assistance.

Displacement of Regular Workers: Student employees may not displace regular college employees (including those on strike) or impair existing service contracts. Employers are cautioned not to use students in jobs traditionally filled by full-time personnel outside the school. Replacement is interpreted as displacement.

Work for the school itself may also include certain services for which a school may contract: food service, cleaning, maintenance, or security (as examples). Federal Work Study Students cannot work at the chapel or in campus ministry.

### Work Study Payment

Payment for work study is made twice a month by check or direct deposit. Students will be given timesheets in the form of an EXCEL spreadsheet for each pay period. Either the student or the employer may complete the timesheet. However, both the student and the employer must sign the timesheet once it is to be submitted at the end of the pay period. Careful attention must be given to the schedule for submitting these timesheets. A complete work study payment schedule will be given to each supervisor and student at the beginning of the semester.

Incomplete or incorrect timesheets will be returned to the student's supervisor. This may result in a delay of payment. Timesheets submitted late will be held for the following pay period. Work study earnings should be recorded each pay period by both student and employer to ensure that the earnings accumulated during a given semester do not exceed the amount of federal work study aid granted to the student for that semester.

Students who work four (4) consecutive hours or more are authorized one 15-minute paid break. Students working 6 hours in one day must record a 30 minute non-paid lunch break on their timesheet. Falsification of hours worked or forgery of employer signatures will be considered in violation of the policies and procedures of the College Work-Study Program.

Federal and state laws are explicit as to how we must pay student workers, including documentation necessary for this payment. Wages must be paid through the payroll process, with proper recording for IRS purposes. All work performed by the students must be pre-approved by the Office of Financial Aid, and paid through the College Work-Study Program, prior to the start of any work.

### Work Performance and Termination of Employment

Students are expected to maintain an acceptable job performance while employed under the work study program. Unacceptable job performance will be dealt with in the following manner:

- Verbal warning for first offense (information to be written up for the record)
- Written warnings for second through fourth offenses\*
- Suspension of work study employment privileges for the remainder of the term will take place upon the fifth offense
- Termination from all future work-study at Calumet College of St. Joseph will occur if a student is suspended a second time

\*Employer must meet with Director of Admissions and Financial Aid before proceeding to suspension/termination of a work study employee.

The supervisor will keep copies of all warnings. Copies of these warnings will be forwarded to the Office of Financial Aid.

#### Student Release from Work Commitment

If a student needs to be released from the work commitment for reasons other than medical, the student must meet with the employer and with the Director of Admissions and Financial Aid.

#### Adjustments to the Work Schedule

Any required adjustments to the work schedule that involve an increase or decrease in the amount of hours worked by a student in a given term must be agreed upon by the supervisor, the student employee, and the Office of Financial Aid.

#### Injury on the Job

Injuries sustained while performing the duties of a student employment position must be reported within 24 hours of the accident. A Calumet College of St. Joseph Incident Report (See Appendix D) must be completed and filed with the Vice President for Business and Finance. A copy should also be submitted to the Office of Financial Aid.