

WORK-STUDY STUDENT 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. Work-study earnings are a supplemental part of the financial aid package meant to meet education expenses; students should not anticipate that work-study earnings will be sufficient to be the sole source of income and should budget accordingly.

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 APPLY FOR A FWS JOB

STEP 1: Fill out the Free Application for Federal Student Aid (FAFSA) with the IVC code (001214) and check that you are interested in Work-Study on question 28.

STEP 2: Complete your financial aid file. (View your requirements and messages in the Financial Aid section of WEBSTAR and respond to all inquiries).

STEP 3: Check the award letter in your email or in WEBSTAR to see if you have been offered a Work-Study award. Accept the offer on WEBSTAR.

STEP 4: Once you accept the offer, you will then receive an email with specific instructions on the process. It is your responsibility to secure a position and to register for a minimum of 6 units.

STEP 5: View the job listings available on the Federal Work-Study Webpage.

STEP 6: Contact the supervisor listed on the job posting that you are interested in to schedule an interview.

STEP 7: Prior to the interview, download and complete the Student Employment Application from the Federal Work-Study webpage. Also, print out a copy of the Work-Study Instructions email. Take or email both the application and the email instructions to the supervisor conducting the interview.

STEP 8: If you are chosen for the position, you will complete the work-study paperwork with your supervisor.

STEP 9: You will then be contacted by Human Resources to complete the hiring process.

STEP 10: You may not start working until you and your supervisor have received the completed Work-Study Authorization form.

C. STUDENTS RESPONSIBILITIES

Supervisors, as well as students, are responsible for monitoring hours worked. It is your responsibility to keep track of the hours used to ensure they are not exceeded.

You may not work during class time or exam periods. Any exceptions, such as class cancelation, must be documented. Your time in and time out will be documented on the monthly Work-study Timecard. **Please note that the Work-Study timecard does not replace the Web-Time electronic timesheet, which is used to report your hours worked for payroll purposes.**

FWS students cannot work more than 15 hours per week or more than 8 hours in a day. FWS students cannot work holidays or weekends unless previously approved by the Work-Study Coordinator. 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. There is no work-study during the summer.

FWS students must maintain continuous enrollment in 6 units in order to retain eligibility. Students must also maintain Satisfactory Academic Progress (SAP) standards; failure to maintain SAP will result in award cancelation and termination unless the student is granted an appeal. Work-Study students are also required to maintain good student conduct standing and are subject to termination if sanctioned. Work-Study students are required to notify the Work-Study Coordinator if an additional financial aid award or scholarship is received. Please note that Federal Work-Study earnings are taxable and must be reported to the IRS if required to file a tax return.

In case of injury, students must IMMEDIATELY contact the supervisor and/or the IVC Human Resources Office at 760-355-6295. The Financial Aid Office will only use the student IVC email address for Work-Study related communications, so it should be checked often.

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

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| Leticia Ochoa Osorio | Ph: 760-355-6273 | Email: leticia.ochoa@imperial.edu |
| Priscila Ortiz | Ph: 760-355-6270 | Email: priscila.ortiz@imperial.edu |

D. JOB EXPECTATIONS

- Report to work promptly when scheduled.
- Notify your supervisor as soon as possible when you will be late or unable to work.
- Refrain from conducting personal business on the job.
- Dress appropriately for your work location.
- Adhere to the confidentiality of the job and the department.
- Work-study students are subject to the same performance, discipline, and termination standards as any other employee. Being a work-study student does not afford special privileges or protection.

E. TIMESHEETS

Students are responsible for submitting a timesheet each month; please refer to the Web-time Entry User's Guide for instructions. When completing timesheets, round off to the nearest $\frac{1}{4}$ of an hour; for example, 15 minutes ($\frac{1}{4}$ hour) equals .25, 30 minutes ($\frac{1}{2}$ hour) equals .5, etc. Improperly completed timesheets will be returned for corrections and may not be processed until the following pay period.

All timesheets must be submitted for approval 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. Failure to submit timesheets through Web Time in a timely manner may result in disciplinary action up to and including termination. 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 student's mailing address on the last working day of each month.

E. 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 following 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 an immediate family member. Student workers must provide the supervisor with reasonable advance 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 Web-time entry system. Students may view their sick leave balance in WEBSTAR; please refer to the Web-time Entry User's Guide.