

*FEDERAL  
WORK STUDY  
PROGRAM*

*A Manual Outlining  
Rights and Responsibilities of  
Participants and Supervisors*

*2018-2019*

*This manual belongs to*

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## 1.0 PROGRAM DESCRIPTION

Federal Work Study (FWS) is a federally subsidized program designed to provide jobs on campus for students. Ideally, a student is to work in a position that is related to his area of study. The government requires that a certain percentage of our positions be "community service" positions. Library, Gym Watch, Reading Tutors, ASC, Coffee Closet and the Nursery School all qualify as community service. The Financial Aid Office oversees the FWS program and keeps track of each student's award.

Every year Trinity is allotted a certain amount of money to allocate for work positions. Based upon the previous year's success, the Financial Aid Director will allot every department/faculty a portion of the funds. All FWS positions are paid out of those allotments. Most positions hire at federal minimum wage, which currently is \$7.75.

## 2.0 STUDENT ELIGIBILITY

As indicated in the Federal Work Study Federal Regulations (Higher Education Act of 1965, as amended, Part 675), a student must be enrolled in or accepted for enrollment in an eligible program at an eligible institution, as a regular student in order to be employed under the FWS program. In addition, a student must have "financial need." Both undergraduate and graduate students are eligible to apply for employment under the FWS Program.

### 2.1 Maintaining Eligibility

1. A Free Application for Federal Student Aid (FAFSA) must be completed each school year. A current Financial Aid application form must be on file in the Financial Aid Office.
2. A change in total semester hours must be reported to the Financial Aid Office promptly. Failure to do so could result in immediate suspension from the Federal Work Study program.
3. Satisfactory academic progress must be maintained in the enrolled degree program. If NOT maintaining appropriate GPA and successful completion rates, the student is subject to being dropped from the FWS program.

## 3.0 STUDENT WORKLOAD

Award eligibility will vary from one student to the next depending upon the demonstrated financial need as determined by the Federal government. Your most recent award letter will show the amount you have been awarded in Federal Work Study eligibility. This amount will help the student to know what jobs they can apply for. Each job has its own award amount. The number of hours to work is determined by taking the award amount and dividing it by the wage. This will represent the total hours a student must work to earn the full award. The total hours divided by the total number of weeks in the semester or academic year is the number of hours per week.

Example:

Total Award / Hourly Wage = Total Hours

$$\$2000 / \$7.75 = 258.06$$

Total Hours Available / Total Weeks = Hours per Week

$$258.06 / 28 = 9.2$$

Thus, a student with an award of \$2000 would have to work 9.2 hours per week to complete his/her FWS award for the academic year. Students must notify the supervisor promptly in the event of a revision in his/her FWS award. Typically, a student working in a FWS position works an average of 6-12 hours per week.

***STUDENTS ARE NOT ALLOWED TO WORK DURING  
THEIR SCHEDULED CLASS TIMES.***

## 4.0 EMPLOYMENT PRACTICES

### 4.1 Employment Begin Dates

All students must have completed the registration process, and completed the I-9 and W-4 before FWS employment may begin. The earliest employment can begin for the Fall semester is August 16, 2018, and January 7, 2019, for the Spring semester. The week of registration is counted as a full week when calculating the hours a student must work per week for the semester. Please note, students will not be allowed to work if the above criteria have not been met.

### 4.2 Placement of Students

Fill out the application on the website or pick up one from the Financial Aid office. You must make sure that you list the position name that you are applying for. Send it to the Financial Aid Office and we will get it to the department you listed. If you are hired, the supervisor will contact you. First priority in hiring will go to students with Federal Work Study eligibility. *Generally there are more students wanting to work than there are positions available. Therefore, you must be pro-active in your efforts to secure a work position. You can apply for more than one job, but during the first few weeks of school, applicants will only be hired for one position. As more positions need to be filled, students may be considered for a second job.*

Employment should, to the maximum extent possible, be related to the educational program or vocational goals. If employment in this area is not possible every effort should be made to obtain employment which compliments and reinforces the student's skills. FWS Payroll Worksheets will be given to the employee's supervisor and must be completed (signed by both the Supervisor and the student) and returned to the Financial Aid Office for employment approval. FWS paychecks will be held if this Payroll Worksheet has not been returned to the Financial Aid Office prior to the end of the first pay period.

### 4.3 Orientation

All FWS employees are encouraged report to the FWS Job Fair during the week of Orientation. **All students are required to file new paperwork each year, regardless of previous employment.** A current Driver's License and Social Security Card (or other acceptable documentation) will be required to complete the necessary paperwork for employment. All students hired for a position must complete a new FWS Payroll Packet before the first day of work.

**NO EXCEPTIONS!**

Federal income taxes may be withheld based on the number of exemptions claimed. Any changes in the number of dependents must be reported to the Financial Aid Office immediately.

All FWS employees must complete the mandatory Federal Work Study Training Moodle Quiz. The FWS handbook will be reviewed and each employee is responsible for the information in the handbook. Failure to complete this Moodle Quiz may result in suspension of FWS. Any exceptions must be approved by the Financial Aid Director.

### 4.4 Work Hours

Work hours are to be scheduled with the supervisor. The FWS employee is to adhere to this schedule unless advanced permission has been received from the supervisor. **FWS employees are not to work more than their award amount.**

It is recommended that FWS employees do not work more than 6-12 hours per week except during scheduled breaks. The Financial Aid Office and position supervisor must grant permission prior to the break if an employee will be working over that break. FWS employees should not work during Chapel unless specifically required by their supervisor and approved by the VP of Student Development. The standard work week begins on Sunday and ends the following Saturday.

#### 4.5 Attendance

FWS employees should be consistently dependable, prompt and reliable in attendance and job performance, and work with a cooperative and positive attitude. He/she must work the hours and times agreed upon by the employee and supervisor.

If an employee must be absent from work, his/her supervisor should be notified as far in advance of the assigned work time as possible. It is the employee's responsibility to make arrangements with the supervisor to make up any work time missed.

#### 4.6 Payroll

Semi-monthly pay periods run on the 1<sup>st</sup>-15 and 16<sup>th</sup>-last day of the month. Payday occurs on the 7<sup>th</sup> and 22<sup>nd</sup> of each month unless it falls on the weekend or a holiday. Paychecks will be distributed to your campus mailbox. **Direct deposit is strongly encouraged.** The first payday of the Fall semester is September 7, and the first payday of the Spring semester is January 22.

**If a student makes a payment agreement with the Business Office it is the student's responsibility to work enough hours to fulfill that agreement. Failure to do so could result in the student's suspension.**

#### 4.7 Time Cards

The employee is to complete his time card daily. Federal regulations require the EXACT in and out times be recorded. All employees are required to accurately keep track of their hours. **Anyone caught falsifying a timecard will be immediately dismissed.** The supervisor is to electronically approve time cards on the 1<sup>st</sup> and 16<sup>th</sup> of each month.

#### 4.8 School Breaks

Normal breaks are Fall Break, Thanksgiving Break, semester break, Spring Break, and Easter Break. These breaks are included in the weeks each employee is expected to work, with the exception of the semester break and Spring break. Hours that will be missed due to these breaks should be worked in advance or made up after the break. Work during Spring break must receive approval from their Supervisor.

Employees interested in working over the semester break must meet with their supervisor to find out if the supervisor has work available. If so, a memo must be submitted to the Financial Aid Office one week prior to the semester break. If the supervisor does not have work available, the employee may contact the Financial Aid Office to arrange possible work in a different department.

*Students must be pre-registered for the Spring semester to be eligible for working over the semester break.*

#### 4.9 May Term Employment

Employees enrolled in May Term are eligible to work during that time period. However, employees are not allowed to exceed their annual award amount. Contact the Financial Aid Office for more information.

#### 4.10 Performance Evaluations

A performance evaluation will be completed by the Supervisor at the end of the semester and must be submitted to the Financial Aid Office. Supervisors can choose to do more evaluations as they see fit. These are kept in the student's FWS file for use when references are requested by future employers.

#### 4.11 Resignations

Supervisors should forward a written copy of all FWS employee resignations. As a general rule, a minimum of two weeks' notice is acceptable. If there are less than four (4) weeks remaining in a semester,

a two week notice is acceptable only if: (1) an emergency arises or (2) the student is giving notice that they do not intend to return the following semester. Leaving at the end of a semester leaves offices in very difficult positions and is not acceptable in the FWS program. Terminating employment during this period without appropriate notification could result in a one semester suspension from the FWS program.

#### **4.12 Termination**

There are two types of termination standings an employee may be placed on: good standing and bad standing. Being placed on termination could affect future FWS employment.

If a student is terminated in bad standing from their FWS employment, termination from the FWS program will be for a minimum of one semester. Causes for the two types of termination are as follows:

##### **A. Causes for Termination in Good Standing**

(no loss of future FWS eligibility)

1. Completion of Work Study award.
2. Emergency medical or family reasons which can be substantiated.
3. Termination with an appropriate two-week notice.
4. Other reasons approved by the Supervisor and Financial Aid Office.

##### **B. Causes for Termination in Bad Standing**

(loss of future FWS Eligibility)

1. Refusal to work regularly scheduled hours, including nights and weekends requested and agreed upon by both the FWS employee and the Supervisor.
2. Chronic absenteeism and/or tardiness without proper notice and approval by the Supervisor.
3. Insubordination or work performed poorly or inappropriately.
4. Any employment conduct that is in violation of the colleges lifestyle standards. This includes, but is not limited to: employee theft, fraud, tampering with records, and breach of confidentiality. Any violation of these standards could result in immediate dismissal.
5. Other significant and inappropriate behavior.

##### **C. Employer Procedure for Employee Termination**

The proper procedure for an employer to take in terminating an employee is as follows:

1. One verbal warning documented by the supervisor. (An email sent to both the student and the Financial Aid Coordinator can be used as 1<sup>st</sup> warning.)
2. One written warning documented by the supervisor, and signed by the student. (A copy will be given to the Financial Aid Coordinator.)
3. A second written warning by the supervisor and given in a meeting with the Financial Aid Coordinator. Signatures of the supervisor, the student and the Financial Aid Coordinator will be gathered.

If termination is appropriate at this time, it must be approved by the Financial Aid Coordinator. Copies of all documentation must be submitted to the Financial Aid Office for the employee's FWS file.

*Trinity Bible College is under no obligation to replace lost FWS employment with other types of Financial Aid. Students are responsible for adjusting their expenses as necessary, or seeking other types of resources.*

## **5.0 EMPLOYMENT STANDARDS**

### **5.1 Dress**

Appearance and dress must be appropriate for the area worked. Individual offices may require a more professional look and FWS employees must follow the request of the Supervisor.

## **5.2 Drug-Free Workplace**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited for any FWS employee.

## **6.0 WAGES**

Most FWS wages are set at the federal minimum wage, which is currently \$7.25, but TBC has opted to raise their FWS minimum wage to \$7.75.

## **7.0 EMPLOYMENT BENEFITS**

### **7.1 Work Breaks**

Employees who work 4 consecutive hours are allowed one 15 minute break during their shift. The break will be at a time that is convenient to the employee's work schedule, but not adjacent to the beginning or ending work hours. Breaks begin at the time an employee leaves his/her task and ends when he/she returns to that task.

Any FWS employee working six (6) hours or more per day is allowed to take at least a thirty-minute lunch/dinner break without pay. However, the meal period may be waived by mutual consent of the FWS employee and the Supervisor.

## **8.0 MISCELLANEOUS**

1. FWS recipients must be willing to work!
2. Conversation during work hours should be restricted to business matters. Visits from friends should not occur unless an emergency.
3. Personal calls or texting are not permitted.
4. Use of headphones is only permitted with supervisor pre-approval.
5. Information received while at work is confidential. Breaching this confidence could result in immediate dismissal.
6. Employees violating any aspect of Software Protection Policy are subject to discipline.
7. Notify the Financial Aid Office about problems with the Supervisor or work situation that cannot be resolved between the FWS employee and Supervisor.
- 8. A student must fulfill all of the foregoing obligations in order to remain in good standing for future FWS employment. A student who fails to fulfill his/her responsibilities is placed in bad standing and ineligible for FWS employment for a period of at least one semester.**
- 9. Decisions of the Financial Aid Coordinator are final.**

## **9.0 SUPERVISOR GUIDELINES**

### **9.1 Hiring Procedure**

It is the supervisor's responsibility to select and hire the employees he/she feels is the best and most competent choice for the positions open. A student's eligibility is newly determined every year, and cannot be determined until their FAFSA is turned in and processed accordingly. This also means that any changes made to their financial aid file may cause them to gain or lose eligibility. Students may obtain an application on the website or pick up one at the Financial Aid office.

It is important to remember that all student employees are to be treated as any other college employee. This means that fair hiring practices must be adhered to. Although an interview is not required of everyone applying, fair consideration must be given to any application received.

Once a hiring decision is made, the other applicants must also be contacted. They need to be informed that the job has been filled and their application is being forwarded to the Financial Aid Office. The pool of applications received will be kept on file to be available to others who may still need to hire employees.

### **9.2 Timecard Procedure**

The supervisor is directly responsible for electronically approving an employee's timecard on the 16<sup>th</sup> and 1<sup>st</sup> of each month.

### **9.3 Award Adjustments**

Award amounts may be adjusted at any time during the school year, depending upon both supervisor and employee approval. If an award amount is becoming too much for one employee while another employee may need more hours, a possible adjustment may be made. The Financial Aid Office *must* be contacted to ensure that both students are eligible for the changes to their award. If this situation should arise, contact the Financial Aid Office for further instruction and aid.

### **9.4 School Breaks**

For employees working over the semester break, please inform the Financial Aid Office of which employees are working and their hours one week prior to the semester break.

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**Any problems or questions concerning the  
Federal Work Study Program should be directed to the Financial Aid Office.**

**The Federal Work Study employee is responsible for everything in this manual whether or not they  
have read it.**