

The purpose of the handbook is to clarify The Work Study Program employment practices and procedures for all Work-Study employees and supervisors.

Any questions regarding the procedures as outlined, herein, can be directed to the Office of Financial Aid, Room 110 or by calling ext. 324.

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## **WORK STUDY PROGRAM GUIDE**

### **Introduction**

The Federal College Work Study Program (FCWSP) and the Texas College Work Study Program (TXCWSP) provide part-time employment for qualified students who must earn a part of their educational expenses in order to continue and/or complete their education. These programs are subsidized by the federal/state government(s) and provide funding to assist students both on campus and off-campus at public or private non-profit organizations. The Texas Work Study Program differs from the federal program in that it is restricted to residents of the state of Texas.

### **Program Eligibility**

Since Work Study is a form of federal/state financial aid, a student must complete a needs analysis application (FAFSA) and exhibit need in order for College Work Study to be awarded. College Work Study is frequently awarded in conjunction with other types of financial aid programs in a “package”. This package may consist of various types of aid such as grants, loans, and/or scholarships.

Only degree seeking undergraduates and graduate professional students who are U.S. citizens or who are in the U.S. on a permanent resident visa are eligible for the program. Applicants must be admitted to the University for at least 3 credit hours and be in good academic standing as determined by the Office of Financial Aid. Students are reviewed for academic progress at the close of each semester.

Enrollment is continuously monitored and verified by the Office of Financial Aid each semester. Once a student ceases to be enrolled, employment will immediately be terminated and the CWS award will be null and void.

### **Amount of Award**

The student’s Work Study Award is determined by the Office of Financial Aid. The award is the total gross dollar amount a student may earn during the award period. Award amounts are dependent upon each student’s financial need and available funding. The initial award amount is approximately \$3000.00 per student (\$2100.00 Federal Allocation at 70% and \$900.00 UHV School or Departmental Responsibility at 30%) which is contingent upon student’s financial need and student acceptance of awarded amount. Depending upon the student’s award, work schedule and rate of pay, the student may or may not earn his/her entire award.

Once awarded, each student will receive an email from the Office of Financial Aid. This email will direct them to Awards by Web to view the student’s financial aid status. The worksheet will indicate the total dollar amount awarded each semester. The student must

accept the Work Study Award on the task list to be activated. The award will be either semester (FALL or SPRING) or academic year specific (FALL/SPRING). The total dollar amount will be divided into semesters and will create a limit for Fall and a limit for Spring. If a student exceeds the specified limit, the Office of Financial Aid will decrease the Spring award for the following semester to cover hours worked. If the award is a semester award, the department will be held responsible for amounts over the award limit.

### **Award Revisions**

Occasionally, policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. In an effort to prevent an over award situation which may result from the change(s), a student's College Work Study award may have to be adjusted downward.

This revision will affect the student's remaining award. When this occurs, the Office of Financial Aid will notify the student via email so the student can view the award amount changes made on Awards by Web.

### **Applicant Placement**

Prior to the start of each semester, all departments (on-campus and off) are responsible for submitting to the Office of Financial Aid all CWS position requests. The student will review the posted jobs and select those they are interested in, have experience at, or that are in their major field of study. Routinely a student will be notified no later than three (3) days following the interview, regarding the status of the employment application

All jobs are posted on the Financial Aid Bulletin Board located outside the Office of Financial Aid (Rm 110).

Students may inquire with the hiring department about the posted job. The Office of Financial Aid will send eligible applications to the hiring department.

The Office of Financial Aid can help arrange an interview with the prospective employer. The employer may also review the applications and initiate a call to prospective employees for an interview. If the student is hired, the employing department will request, through e-mail, that the Office of Financial Aid prepare payroll documents to be forwarded to the Office of Human Resources.

### **Salary**

Each available Work Study position is classified under one of two levels in the College Work Study Rate Pay Plan (see following section). Each category is based on skills required and job assignments. The salaries are commensurate with skill level. The minimum wage for a student employed under the Work Study Program is \$7.00 per hour and the maximum is \$7.25 per hour. Contingent upon on the student's skills and qualifications the department may elect to begin above the minimum.

## **Student Rate Plan**

### **Student Assistant I**

Pay Rate: \$7.00

*Entry level position requiring minimal skills and basic education.*

### **Student Assistant II**

Pay Rate: \$7.25

*Advanced educational background and/or expertise in area of employment.*

Pay ranges for these levels provide starting rates that conform to minimum wage. A department may, at its discretion, choose to pay the employee within the minimum/maximum range. Also, garnishment of federal work study wages for any debt other than a cost of attendance is not permissible.

## **NOTE:**

For an hourly wage to be increased above the qualified level, the employing department must submit a written request to the director of Financial Aid for review. The Office of Financial Aid will revise the PAR with the updated wage rate if approved.

## **Work Hours per Week**

Total work hours per week are contingent upon the amount awarded. During the Fall/Spring semesters, a student may not work in excess of twenty (20) hours per week in any week that classes are scheduled, including final examination week. An exception to the twenty (20) hours per week schedule is between semesters. At this time a student may work up to (35) hours per week contingent upon the amount of award that is remaining. If an employing department chooses to allow a student to work more than 20 hours per week, a funded non-college work study position would be required to accommodate the hours worked above the 20 hour maximum.

During the summer semester if a student has remaining spring funds and is eligible for fall funds, they may continue to work if not enrolled for the summer semester. Students must e-mail the Director of Financial Aid a request to continue working.

## **NOTE:**

Work Study hours are also limited to the amount of the award. If the student exceeds the amount of the award, work will not be permitted during the remainder of the semester under the College Work Study Program. If the department chooses to continue the student's employment, the College Work Study position would need to be terminated and replaced with a funded Non-College Work Study position.

## **Work-Schedule**

Prior to employment, the supervisor and the student will determine an agreeable work schedule. It is the responsibility of the employee to notify the supervisor if he/she is unable to meet the agreed work schedule. This notification must be made either prior to the intended absence or as soon as physically possible if the absence was unexpected. If the student has academic problems during the semester that may affect his/her work schedule, the student must notify his/her supervisor so hours may be changed or arranged accordingly. It is ultimately the supervisor who establishes the work schedule and determines any changes.

## **Pay periods/Time and Effort Reports**

All pay periods for Work Study employees are bi-weekly. Each paycheck will reflect hours worked the preceding two weeks. Each student employee will complete a University of Houston-Victoria Time and Effort Report, which is to be signed by the student and submitted to the departmental supervisor for signature approval. Enter only actual hours worked each day and correct totals for each day and week. The supervisor approves the hours worked and completes pre-payroll processing. A Time and Effort Report not certified by both student and supervisor will not be accepted for payment. Time and Effort Reports are then submitted to the Office of Financial Aid for final signatures and authorization.

Signed Time and Effort Reports are then submitted to payroll by 9:00 a.m. on subsequent Wednesdays. Late Time and Effort Reports cannot be processed with those submitted on time and will result in late paychecks. This delay may range from one to two weeks. Therefore, it is imperative that the Time and Effort Reports are submitted to the Office of Financial Aid in a timely manner. Time for holidays, sick days, vacations and lunch is not to be included on the Time and Effort Reports

### **NOTE:**

Time worked for College Work Study MAY NOT be estimated during times in which payroll must be processed earlier than normal.

Pay checks are released in the department which the College Work Study student is employed by on subsequent Fridays. Student employees may elect to have their pay electronically deposited into their personal bank accounts or may elect to receive a paper check.

### **NOTE:**

Padding of time reports is a federal offense that will result in permanent termination from the program. Each student should take time to properly sign in and out each workday to ensure that only time actually worked is entered. The supervisor should routinely review

the accuracy of the Time and Effort Report.

### **Employee Benefits**

Work study employees do not earn vacation, sick leave or holiday pay due to the irregular nature of employment. Work Study Program employees are not eligible to apply for leave of absence.

### **Dress Code**

The Work Study Program does not establish a dress code for student employees. However, depending upon where the student is employed, a dress code may be required. Each department is entitled to set a dress code. Work Study employees who are employed in departments with a dress code are required to adhere to that code. The department should review dress code requirements with Work Study employees prior to hiring.

### **Transfers**

Whether the change be the choice of the employer or the student employee, a student employee may transfer jobs if there is a justifiable reason for doing so. If a student is able to secure a position more related to his/her chosen profession and/or interest, the current job situation should be evaluated carefully before a final decision is made to request a transfer.

Transfers are completed only after a student interviews with the Office of Financial Aid. A student must TERMINATE his/her present position prior to receiving a referral to another job. The terminating department is to notify the Office of Financial Aid so that a Personnel Action Request can be processed. Once the student is hired by the new department, the Office of Financial Aid will process the new Personnel Action Request.

### **Terminations**

There are three (3) broad categories under which a student termination would fall; (1) the student may be terminated by the Work-Study Program, (2) the student may voluntarily terminate employment, or (3) the employing department may initiate an involuntary termination.

### **Types of Termination**

#### **By the Work Study Program**

A student who has earned enough to meet his/her financial need for the academic year is terminated by the Work Study Program. A student may also be terminated if no longer enrolled or if satisfactory academic progress is not maintained.

Both student and employing department will receive notification in writing of termination when initiated by the Work Study Program. Reason for termination and the effective date will be given.

### **Voluntary Termination**

The student will be terminated upon request. Such a request should be presented to the supervisor two (2) weeks prior to the effective date.

### **Involuntary Termination**

Involuntary termination results when the employee, (a) does not perform in a satisfactory manner, (b) has committed a minor offense, (c) has committed a major offense such as theft, insubordination, gross misconduct, etc. (d) has excessive unexplained absences, (e) walking off the job, or (f) after an absence without permission or notice, except when an emergency situation precluded giving such notice.

A student involuntarily terminated has the option to pursue the issue with the Office Financial Aid and/or the Vice President for Administration and Finance.

The recommended method for terminating a student includes: (a) written warning to the student with a copy to the Office of Financial Aid, (b) termination of the student with written notification sent to the Office of Financial Aid.

The written warning is suggested in order to give the student employee an opportunity to be aware of and correct inadequacies. A reasonable time period of two (2) weeks is considered appropriate between the written warning and final termination.

All termination requests are to be submitted to the Office of Financial Aid so a terminating PAR can be processed. These documents are to be forwarded to the Office of Financial Aid located in Room 110.

### **Approval of Terminations**

To protect both the employee and the University, the involuntary termination of a student employee is received in the Office of Financial Aid, forwarded and reviewed by the Human Resource Office, and approved by the Vice President for Administration and Finance and the Office of Financial Aid.

### **Program Responsibilities**

#### **Office of Financial Aid**

Every effort will be made to obtain employment for the Work-Study student. Information and advising will be provided to students and supervisors who have questions or

concerns regarding Work-Study Employment. Procedures and policies will be clarified upon request and alternatives discussed.

The Office of Financial Aid is expected to do the following:

- a. Receives and process student's application for eligibility to participate in the College Work Study program
- b. Posts position requests
- c. Provides departments with eligible applications for review
- d. Completes and submits a PRF to HR if necessary
- e. Completes a PAR on or before the student's first day of work and submits it to Human Resources.
- f. Receives Time and Effort Reports from departments for appropriate signatures and returns to Payroll
- g. Receives copy of student's payroll record from the Office of Administration and Finance for record keeping purposes
- h. Maintains Earnings and Hours Worked Records to assure that the student does not exceed award limit
- i. Notifies department if student is approaching award limit

### **Employing Department**

The supervisor should hire only those students who will meet the department's need. Every effort should be made to ascertain the level of skills possessed by the student and to determine whether the student has the level of skill needed to perform the job.

It is essential that the supervisor clearly explains the performance expected of each student employee and provides sufficient opportunity for questions and clarification if needed. If the student is not performing in a satisfactory manner, the supervisor needs to contact the Office of Financial Aid.

The supervisor is also responsible for the accuracy of hours reported on the Time and Effort Reports. Each department should establish a procedure for recording time worked daily, for obtaining student and supervisor signatures, and for ensuring that the Time and Effort Reports have been sent to the Office of Financial Aid for final signature approval.

The supervisor is expected to develop a work schedule with the student employee that will allow reasonable earnings of the Work Study Program award amount.

Supervisors are expected to see that student employees have enough work to do. Since it is illegal to pay a student from Work Study program funds if the student is not working, supervisors should assign temporary work if there is a slack period.

Supervisors **MUST** ensure the accuracy of the student's Time and Effort Reports. Paychecks will not be written for a Time and Effort Report without the signature of the supervisor. Copies of Work-Study Program Time and Effort Reports are considered

official university records for audit purposes; therefore, all copies must be retained by the department

The employing department is expected to do the following:

- a. Submit position request to the Office of Financial Aid for posting
- b. Reviews eligible applications and arranges interviews
- c. Arranges work schedule with student
- d. Takes student to HR for employee orientation and completion of all necessary documents.
- e. Supervises students work assignments
- f. Retrieves student payroll check/stub from the Office of Administration and Finance
- g. Maintains earnings and hours worked to assure that students do not exceed the amount of their award. The employing department must pay 100% of all earnings beyond the amount awarded.
- h. Notifies the Office of Financial Aid of terminations with the reason and the last date of employment
- i. Refers all students seeking Work Study positions to the Office of Financial Aid

### **Student**

The student is expected to do the following:

- a. Completes and files the Free Application for Federal Student Aid (FAFSA). indicating an interest in the College Work Study Program
- b. Completes college work study application
- c. Receives award notice via email from the Office of Financial Aid
- d. Completes the task to accept the Work Study award on Awards by Web
- e. Review Position Request Postings
- f. Request an interview
- g. Await notification of employment status
- h. Arrange work schedule with supervisor
- i. Begin work for employing department
- j. Enters hours worked at end of each day and submits time sheet to departmental secretary when due
- k. Picks up check/stub from department on scheduled pay day
- l. Notifies the Office of Financial Aid (in writing) of changes in:
  1. Semester hours enrolled
  2. Name and Address
  3. Financial status
- m. Applies for continued Work Study employment each academic year.

### **Compliance**

Since both the Federal College Work Study Program and the Texas College Work Study Program are federally/state funded, compliance with each program's regulations is essential for continuation of the program at the University of Houston-Victoria. Compliance is the responsibility of all members of the campus community, so it is

important to become familiar with the requirements listed herein. It takes everyone's cooperation and understanding to develop and carry out a successful Work-Study Program. Failure to comply with all federal/state regulations could result in the loss of, or reduction of federal/state financial aid funds provided to the University.

### **Contacts**

Work Study Program contact Lisa Wiest in the Office of Financial Aid.  
Telephone number: 361-570-4324 e-mail [wiestl@uhv.edu](mailto:wiestl@uhv.edu)