

WORK STUDY PROGRAM GUIDE

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

Any questions regarding the procedures as outlined herein can be directed to the Office of Financial Aid, Room 110 or by calling 361-570-4324.

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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 and can only be used for on-campus employment.

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 (CWS) to be awarded. College Work Study is frequently awarded in conjunction with other types of financial aid. Only degree-seeking undergraduates and graduate professional students who are U.S. citizens or who are in the United States 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 term. Students who have received athletic scholarships are not eligible for the Texas College Work Study program.

Enrollment is continuously monitored and verified by the Office of Financial Aid each term. Once a student ceases to be enrolled, his or her employment will immediately be terminated, and the College Work Study 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, available funding, 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 or her entire award.

Once awarded, each student and the hiring department will receive notification of the total dollar amount awarded each term. The hiring department will be responsible for 25% of amount of award money that is paid to the student. The award will be specific to either a term (FALL or SPRING) or academic year specific (FALL and SPRING). The total dollar amount will be divided into terms and will create a limit for fall and a limit for spring. If a student exceeds the specified limit during the fall term, the Office of Financial Aid will decrease the spring award for the following term to cover the hours worked. If the award is a term award, the department may be held responsible for paying wages that exceed the award limit.

Award Revisions

Occasionally, changes in policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. A student's College Work Study award may have to be adjusted downward if there is a reduction in the financial need, such as a change in the number of hours enrolled which would affect cost of attendance. The reduction in the work study award will help prevent an over-award situation where the student is given too much financial aid.

This revision will affect the student's remaining award. When this occurs, the Office of

Financial Aid will notify both the student and the hiring department.

Applicant Placement

Prior to the start of each term, all departments (on-campus and off) are responsible for submitting all CWS position request to the Career Services Office, or they can post the positions directly on CareerLink.

All job openings are posted on Career Services CareerLink website (<https://www.myinterfase.com/uhv/employer/home.aspx>).

The hiring department can view all applications for their respective job openings on the CareerLink website. The department may 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. The cost center and wage rate need to be included in the email. Departments also need to contact Career Services to record the placement, or they may report the hire directly on CareerLink.

Salary

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

Student Rate Plan

Student Assistant I

\$7.25/hour

Entry level positions requiring minimal skills and basic education, such as filing, scanning, light secretarial work.

Student Assistant II

\$7.50/hour

New or current student worker with expertise in the area of employment or the duties of the position require extensive training or skills.

Student Assistant III

\$8.00/hour

Student worker positions that require an advanced educational background, training and skill level for select areas such as IT and the Academic Center.

Additional Increase

A supervisor may recommend an increase to a student worker's wage rate beyond \$8.00 per hour based on experience, performance, and longevity. The recommendation will have to be approved by the signature authority in the requesting department and the Human Resources department.

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. Garnishment of federal work study wages for any debt other than 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

The total number of work hours per week is contingent upon the amount that is awarded to the student. During the fall and spring terms, a student should not work more than 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 terms. In between terms a student may work up to (35) hours per week contingent upon the amount of award that is remaining. To be eligible to work during periods of non-attendance, a student must be planning to register for the next term, including a summer period, or in the case of summer earnings, the next full academic year, and must demonstrate financial need for the upcoming period of enrollment. If the student is a new student, a written record showing that the student has accepted the school's offer of admittance for the next period of enrollment is required.

NOTE:

Work study hours are also limited to the amount of the award. If the student exceeds the amount of the award, he or she will not be permitted to work during the remainder of the term under the College Work Study Program. If the department chooses to continue the student's employment, it would need to terminate the College Work Study position and replace it with a funded Non-College Work Study position.

Work-Schedule

Prior to employment, the supervisor and the student will determine an agreeable work schedule. If the student's academic performance is affected by his or her work schedule, the student must notify his or her supervisor, so hours may be changed or arranged accordingly. Ultimately the supervisor 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. The student should enter only the actual hours the student worked each day and the correct totals for each day and week. The supervisor approves the hours worked and completes pre-payroll processing. A Time and Effort Report not signed by both the student and the 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 should then be submitted to payroll by 9:00 a.m. on the subsequent Wednesday. Late Time and Effort Reports may not be processed with those submitted on time and may result in late paychecks. This delay may range from one to two weeks. The Time and Effort Reports must be submitted to the Office of Financial Aid in a timely manner. Time for holidays, sick days, vacation 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.

Student employees may elect to have their pay electronically deposited into their personal bank accounts, or they may elect to receive a paper check. Pay checks are released in the department in which the College Work Study student is employed on the second Friday following the end of the pay period.

NOTE:

The 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 the 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 a 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 is the choice of the employer or the student employee, a student employee may transfer jobs if there is a justifiable reason for doing so.

Transfers are completed only after a student interviews with the Office of Financial Aid. A student must TERMINATE his or her present position prior to receiving a referral to another job. The terminating department should notify the Office of Financial Aid to process a Personnel Action Request. Once the student is hired by the new department or agency, 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 or her work study award for the academic year is terminated from the Work Study Program. A student may also be terminated if no longer enrolled, enrolled for an inadequate number of hours, or if satisfactory academic progress is not maintained.

Both the student and the employing department will receive written notification when the termination is initiated by the Office of Financial Aid. The reason for termination and the effective date will be given.

Voluntary Termination

The student will be terminated upon the student's 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) has walked off the job, or (f) has a recorded absence without permission or notice, except when an emergency situation precluded giving such notice.

The recommended method for terminating a student includes (a) a written warning to the student with a copy sent to the Office of Financial Aid, and (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 should 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 UW Room 110.

In cases of a possible violation of the Student Code of Conduct, the office of Financial Aid or employing department will refer the situation to the Director of Student Life and Services.

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 to and reviewed by the Human Resources Office, and approved by the Associate Vice President of Student Affairs and Director of Financial Aid.

Program Responsibilities

Career Services Office

The Career Services Office is expected to do the following:

- a. Assist departments with posting position requests in CareerLink
- b. Serve as a liaison between the employing department and the Office of Financial Aid

Office of Financial Aid

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

- a. Receive the student's application and verify whether the student is eligible to participate in the College Work Study program.
- b. Complete and submit a PRF to HR on behalf of the hiring department if necessary
- c. Complete a PAR on or before the student's first day of work and submit it to Human Resources.
- d. Receive bi-weekly Time and Effort Reports from employing departments for appropriate signatures and forward to Payroll
- e. Receive a copy of the student's payroll record from the Office of Administration and Finance for record-keeping purposes
- f. Maintain Earnings and Hours Worked Records to assure that the student does not exceed award limit
- g. Notify the employing department if a student is approaching the award limit

Employing Department

The employing department is expected to do the following:

- a. Post jobs on CareerLink
- b. Refer all students seeking Work Study positions to the Career Services Office or Office of Financial Aid.
- c. Review eligible applications and arrange interviews
- d. Take the student to HR for employee orientation and completion of all necessary documents
- e. Arrange work schedule with the student
- f. Supervise the student's work assignments
- g. Retrieve the student's payroll check from the Office of Administration and Finance if applicable
- h. Ensure that the student employee completes mandatory UHV training
- i. Maintain 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.
- j. Notify the Office of Financial Aid of new hires and terminations with the reason and the last date of employment

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

The Office of Financial Aid is located in UW 110.

Work Study Program: Eliza Fortner, Financial Aid Specialist
FortnerE@uhv.edu
(361)570-4324

Career Services is located in UW 133.

Employer Relations: Amy Hatmaker, Specialist
HatmakerA@uhv.edu
(361)570-4378

Student Relations: Eunice Mesa, Coordinator
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(361)570-4369