

## WORK STUDY PROGRAM GUIDE

The purpose of the handbook is to clarify The Work Study Program employment practices for all off-campus 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) provides part-time employment for qualified students who must earn a part of their educational expenses in order to continue and/or complete their education. This program is subsidized by the federal government and provides funding to assist students both on campus and off-campus at public or private non-profit organizations.

## Program Eligibility

### *Student*

Since Work Study is a form of federal financial aid, a student must complete a needs analysis application (FAFSA) and exhibit need in order for College Work Study (CWS) to be awarded. 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.

A student must be planning to enroll in the next term of enrollment and must demonstrate financial need for that period of enrollment. The next period of enrollment is usually the next term, including a summer period, or in the case of summer earnings, the next full academic year.

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.

### *Agency*

Non-profit and some for-profit organizations can contract with the university to hire students who are part of the Federal Work Study program. A non-profit organization must meet the definition of being “in the public interest,” defined by the federal guidelines as improving the quality of life for residents in the community. In order to participate in hiring Work Study students, the agency must enter into a contract with the Office of Financial Aid which is coordinated through the Career Services Department. Non-profits must also provide documentation verifying their non-profit status.

### Employment Restrictions

Federal Work Study students may not be used to displace or replace employees. Federal Work Study positions cannot involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. Federal Work Study students placed with a for-profit agency must be working in a position that is relevant to their program of study. The student employee’s actual duties must always be consistent with those provided in the job description.

### 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 the 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.

The award will be specific to the term (fall or spring) or to the whole academic year (fall and spring). If the award is for the academic year, the total dollar amount will be divided into terms, and a limit will be created, one for fall and a separate limit for spring. If a

student exceeds the specified limit in the fall, the Office of Financial Aid will decrease the spring award for the following term by the amount of the overage. If the award is for a single term (spring or fall), the employer/agency may be held responsible for the amount the student earns over the award limit.

Off-campus agencies who contract with the university to employ a work study student will receive a letter from the Office of Financial Aid verifying the student's award and specifying the amounts for each term.

### Award Revisions

Occasionally, policies, regulations, and changes in 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. When this occurs, the Office of Financial Aid will notify the student. Off-campus agencies will receive a notice via e-mail of the change in the award which will be followed by a revised eligibility letter.

### Applicant Placement

Prior to the start of each academic year, agencies must have a current Federal Work Study contract agreement executed and on file with the Office of Financial Aid and Business Services. Prior to the start of each semester term, all agencies are responsible for submitting position requests to UHV Career Services or posting positions on the CareerLink website. The student will review the posted jobs and apply for those he or she is interested in, has experience in, or that are in his or her major field of study.

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

The employer may initiate a call to prospective employees for an interview. However, off-campus agencies should always contact a representative from Career Services or the Office of Financial Aid to verify work study eligibility. If the student is hired, the employing agency will notify UHV Career Services which will work with the Office of Financial Aid and the Office of Human Resources to coordinate the completion of employment paperwork.

### Salary

Students in the Work Study Program must be paid at least the federal minimum wage of \$7.25 per hour. However, students that perform jobs comparable to those of regular employees should be paid comparable wages. Contracting agencies must submit the position wage along with the job request. The wage must be approved by the Office of Financial Aid before the job can be posted. It is not acceptable to base the wage rate on any factor other than the student's skill level or job description.

The Federal Work Study program requires that all training hours be paid at the regular rate and not a subminimum training wage. Further, the Fair Labor Standards Act of 1938 prohibits employers from accepting volunteer hours from paid employees. Students employed under the Federal Work Study program must be paid for all hours worked.

### Work Hours per Week

Total work hours per week are contingent upon the amount awarded. During the fall and spring terms, a student should 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 terms. During periods of non-attendance, a student may work up to (35) hours per week contingent upon the amount of award that is remaining. To be eligible to work in interim periods, a student must be

planning to register in the next period of enrollment and must have demonstrated financial need for that period of enrollment. A written record showing that the student had accepted the school's offer of admittance for the next period of enrollment is required.

**NOTE:**

Work Study hours are limited by 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 Work Study Program. If the agency chooses to continue the student's employment, it would need to terminate the College Work Study position and add the student to its regular payroll.

**Work-Schedule**

The establishment of the work schedule is to be determined between the contracting agency and the student. If the student's academic performance suffers during the course of the term due to his or her work schedule, the student or a university representative will notify the agency, so hours may be changed or arranged accordingly if possible.

**Pay Periods/Time and Effort Reports**

All pay periods for Work Study employees are bi-weekly. Each paycheck will reflect hours worked during the preceding two weeks. Each student employee will complete a University of Houston-Victoria Off-Campus Employment Time and Effort Report, which is to be signed by the student and his or her off-campus supervisor. 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.

University pay periods end on a Tuesday, and the signed Time and Effort Reports are then due to payroll by 9:00 a.m. the next day, Wednesday. Late Time and Effort Reports may not be processed with those that are submitted on time and may result in late paychecks. This delay in pay may range from one to two weeks. Therefore, it is imperative that the Time and Effort Reports are submitted in a timely manner. Time for holidays, sick days, vacation and lunch is not to be included on the Time and Effort Reports.

The university highly recommends that off-campus supervisors keep copies of the student worker's timesheets for their own records.

**NOTE:**

On occasion, the university must process payroll earlier than normal to correspond with state-mandated deadlines. Students will be advised when these dates occur that Time and Effort reports should be submitted early. Time and Effort reports are to reflect only the hours worked to the date of submission. Time worked for College Work Study MAY NOT be estimated during times in which payroll must be processed earlier than normal.

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.

**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, student employees are required to comply with the established dress code of any outside agency. The agency should review dress code requirements with Work Study employees prior to hiring.

## Transfers

If an agency decides to transfer students to another position, the agency must first contact the Career Services office to ensure that a job description is in place for the new position and that the new position is in line with Federal Work Study guidelines. Further, the student must interview with the Office of Financial Aid, so that any necessary changes to the payroll records and reporting can be handled. The transfer is not to take place until final authorization is received from a university representative.

## 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 agency 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 he or she is no longer enrolled, is enrolled for an inadequate number of hours, or has not maintained satisfactory academic progress. Both the student and the employing agency

will receive notification in writing of termination when it is initiated by the Office of Financial Aid due to limitations of the Work Study Program. The 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) 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) 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 are to be submitted to the Office of Financial Aid located in Room 110.

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

## Program Responsibilities

### *Career Services Office*

The Career Services Office is expected to do the following:

- a. Initiate contract with employing agency.
- b. Assist agencies with posting position requests in CareerLink.
- c. Serve as a liaison between the employing agency 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. Work with Human Resources to submit all required payroll documents.
- c. Receive bi-weekly Time and Effort Reports for appropriate signatures and forward to Payroll.
- d. Maintain Earnings and Hours Worked Records to assure that the student does not exceed award limit.
- g. Notify the employing agency if a student is approaching the award limit.

### *Employing Agency*

The employing agency is expected to do the following:

- a. Submit position requests on CareerLink
- b. Review eligible applications and arrange interviews.
- c. Explain expected performance to the hired student.
- d. Arrange work schedule with student.
- d. Verify with the university that the student has completed of all necessary employment documents prior to start of actual duties.



Career Services is located in UW 133.

Employer Relations: Amy Hatmaker, Specialist

[HatmakerA@uhv.edu](mailto:HatmakerA@uhv.edu)

(361)570-4378

Student Relations: Eunice Mesa, Coordinator

[MesaE@uhv.edu](mailto:MesaE@uhv.edu)

(361)570-4369