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**What is Work Study?**
Work Study is a program that provides funding for college students to work part-time in positions on campus and at non-profit organizations and government agencies in the local community. The program recognizes, encourages, and promotes work-learning programs as a valuable experience for students to complement their coursework.

**What types of Work Study are available?**
There are three types of Work Study at the College, Federal Work Study, College-funded Work Study and International Work Study.

**What types of positions qualify for Work Study?**
A Work Study position can be just about anything that is relevant to the business conducted in a College department or external organization. It can be secretarial or administrative work or Work Study students can help in areas such as marketing, public relations, computers/IT, data entry, tutoring, etc. Students may also be placed in co-op or internship positions and be paid for their experience through the Work Study program.

The areas of a business which students are prohibited from participating include politics and religion.

**How many hours can I work?**
Work Study positions are part-time. Students in the Work Study programs are eligible to work up to 10 hours per week, but no more than 499 hours in a (fiscal) year. Eligibility for Federal Work Study is specific to each student and is dependent upon your financial aid package, number of credits in which you are enrolled, and the date you begin working.

**When can I work?**
Students in the Federal and College-funded Work Study programs can work year-round as long as you meet the eligibility requirements listed below. Students in these programs can work during the semesters/terms when classes are in session, during breaks and over the summer as long as there is a need for your services in that department/organization. Students in the International Work Study program can work when classes are in session during the fall and spring semesters only. International Work Study students are not eligible to work during the summer.

You can work at any time during the day/night and any day of the week that the department/organization normally operates. However, the hours you are scheduled to work should take into consideration your class schedule. **YOU SHOULD NEVER SCHEDULE WORK SHIFTS AT TIMES THAT CONFLICT WITH OR OVERLAP WITH YOUR CLASS SCHEDULE.**

**Who receives Work Study?**
Federal Work Study is awarded to students based on the information presented on the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA application and college financial aid packaging policies are used to determine whether you are eligible for Federal Work Study.
College-funded Work Study is awarded to a limited number of students who have completed the FAFSA, but are not eligible for Federal Work Study.

International Work Study is awarded to a limited number of students with an F-1 Student Visa.

**What are the eligibility requirements?**

Federal Work Study eligibility is determined by several combined factors including:
- FAFSA
- College financial aid packaging policies
- Student GPA (must be 2.0 or higher)
- Students’ academic progress (must be making sufficient academic progress)
- Attempted no more than 90 credits of classes
- Enrollment in at least 6 credits of classes

College Work Study eligibility is determined by several combined factors including:
- Completion and submission of FAFSA
- No eligibility for Federal Work Study
- Student GPA (must be 2.0 or higher)
- Students’ academic progress (must be making sufficient academic progress)
- Attempted no more than 90 credits of classes
- Enrollment in at least 6 credits of classes

International Work Study eligibility is determined by several combined factors including:
- F-1 Student Visa status
- Completion of all ESL courses
- Enrollment in full time classes
- Student GPA (2.5 or higher)
- Attempted no more than 90 credits of classes
- Valid social security number (obtained once employment is secured)

To determine if you are eligible for Federal or College-funded Work Study, visit the Financial Aid office at the campus where you take your classes. To determine if you are eligible for International Work Study, visit the International Student Services office on Main Campus.

**What is the Work Study placement process?**

When you visit the Financial Aid or International Student Services office, you will receive a Work Study Authorization form which indicates your eligibility to participate in the program. Students receiving a yellow form (page 7) can participate in Federal Work Study, students receiving a blue form (page 8) can participate in College-funded Work Study and students receiving a pink form (page 9) can participate in International Work Study.

Once you receive a Work Study Authorization form, contact the Work Study Coordinator for a listing of available jobs and corresponding contact information. The next step is to complete the application process for the department/organization where you would like to work. This may include one or more of the following:
- Resume
- Interview
- References
- Criminal background check
- Child abuse clearance
- Drug test
- Attend orientation/training

When you are hired, the employer will sign your Work Study Authorization card. Once the signed card is turned in to the Work Study Coordinator, the College’s required payroll paperwork must be completed. After the Work Study Coordinator receives your completed payroll paperwork, you can contact your supervisor to confirm your schedule and begin working.

**What is expected of me as a Work Study student?**

Work Study students are employees who are being paid to work and will be held to the same/similar standards as other College/organization employees. These standards should be reasonable and in line with the type of work being required, work location, and all federal, state and local laws. These expectations will be outlined during the interview and again when you begin working.

You will be expected to complete all assigned projects and tasks completely, accurately, and on time. You should arrive promptly and be ready to begin working at the time you are scheduled. You should be reliable in coming to work and always call prior to being late or if you are unable to be there for a scheduled shift.

If there is a slow period when there is not have enough regular work to fulfill your hours, you may be given the option to assist with other tasks or to work less hours during the “down” time and to make up those hours during a future “busy” time, preferably within the same semester/term. **WORK STUDY DOES NOT MEAN THAT YOU COME TO WORK TO STUDY AND DO YOUR HOMEWORK.**

**Absenteeism and Tardiness**

You should be informed of the department/organization’s policies regarding absenteeism and showing up late for work as soon as you begin working. Missing work without calling first or with no explanation is not acceptable. Instances of tardiness or absenteeism will be addressed student right away and if it happens continually the supervisor has the right to terminate your employment.

**Work Performance**

Your supervisor will communicate their expectations regarding job performance and work quality as soon as you begin working. If your performance is not meeting these expectations or standards, this will be addressed with you so that any problems can be rectified.

**Personal Appearance**

As a student worker, you are expected to maintain a personal appearance that is appropriate to the job and the setting in which you are working. Your attire should also be
consistent with any safety guidelines and the policies of the College and the department/organization where you are working.

You should be made aware of any policies regarding dress at the interview and again when you begin working. Anytime you do not comply with the policy or dress in a manner which your supervisor deems inappropriate for the workplace, this will be addressed immediately. You may be given the option to cover up or change inappropriate attire for the remainder of your shift or you may be sent home with instructions on how to dress appropriately for your next scheduled work shift.

**Confidentiality**

Confidentiality by student workers on the job is extremely important. Your supervisor will review confidentiality guidelines with you when they begin working. You will sign a confidentiality form before you can begin working (page 10). Your supervisor may also require you to sign an additional confidentiality agreement for their department/organization.

**Meals/breaks**

You may be given time off from a shift for a meal or break if the shift falls over a mealtime or is long and warrants a break. It is important to note however, **YOU WILL NOT BE PAID FOR TIME AWAY FROM THE JOB FOR MEALS OR BREAKS.**

**Disciplinary Action**

Unfortunately, in some cases disciplinary action will need to be taken. Failure to report to work, repeated tardiness, unsatisfactory work habits, unprofessional dress, falsifying information on timecards, are among the list of possible reasons for disciplinary action. If these types of actions occur repeatedly, it may be cause for termination.

**What can I expect from my supervisor?**

The supervisor is responsible for all hiring, termination and day-to-day oversight of Work Study students. In addition, your supervisor is responsible for ensuring that you are trained and oriented for the position and work in your department/organization.

The supervisor oversees student work and ensures that students are actually working the hours you are scheduled. Supervisors will be asked to verify this information every two weeks by signing your timecard.

It is the supervisor’s responsibility to ensure that you are meeting the expectations of the position. If you are not meeting those expectations, it will be brought to your attention as soon as possible in order to resolve any issues.

**How are timecards and payroll handled?**

Work Study students are paid bi-weekly. The pay rate is based on the position responsibilities and skills required for each job. A payroll schedule will be provided to you with your payroll paperwork as part of the hiring process. Your supervisor will also receive a copy of the payroll schedule prior to each fiscal year.
You must complete a timecard every two weeks for the hours worked during that pay period. Federal Work Study students will complete a yellow timecard (page 11), College-funded Work Study students will complete a blue timecard (page 12) and International Work Study students will complete a pink timecard (page 13). **IT IS VERY IMPORTANT TO COMPLETE THE CORRECT COLOR TIMECARD CORRESPONDING TO YOUR WORK STUDY PROGRAM.**

You should complete the information at the top of the form. The dates for the pay period and number of hours worked each day, along with a total of the hours should be completed on each time card. You should sign the timecard and then present it to the supervisor who will verify the hours worked, fill in the ORG# (for on campus employment only) and sign the card.

**Accurate information reporting**
- You should list the number of hours worked per day, not the actual time of the day the hours were worked.
- Hours will be paid in 15 minute increments only. The time sheet should reflect partial hours as .25, .5, or .75 only.

If an incomplete timecard is submitted, it will not be accepted and you will not be paid for the hours reported. The timecard will be returned to you so that the information can be completed. Once the timecard is completed and turned in, you will be paid for those hours in the pay period in which it is submitted. Samples of completed timecards are provided on pages 11-13.

**How timecards are submitted**
Timecards are typically due to the Student Employment Services & Co-op Center at Marple campus on the Thursday of the 2nd week of the pay period. In the summer and during some holiday weeks the timecards are due earlier in the week. These dates should be reflected on the payroll schedule or an e-mail will be sent to students and supervisors if the due date is different than what appears on the payroll schedule.

If you are unable to get the timecard to Marple campus by the due date, you may wish to fax the timecard in order to be paid on time. Timecards can be faxed to 610-359-5075 however the original copy must still be submitted to the Student Employment & Co-op Center within a week of the faxed copy.

**Am I required to have a student worker ID?**
In some departments, it is important for students who are working in areas not usually accessible to students or with special equipment to be identified as employees when on the job. However, these IDs may not be necessary for many of the student worker positions on campus. If your supervisor would like you to wear a photo identification card while on the job, please follow the procedures listed below.

**Procedures for obtaining a Student Worker ID card or sticker**
Your supervisor’s request for student worker IDs will be forwarded to the library where they will be kept on file. You can report to the library with a photo ID to receive your new student worker ID card or your ID sticker for the current semester.
**Note:** You should only need to obtain one ID card for your work in a department. However, you will need to get a new sticker placed on your ID card each semester indicating that you are employed for that term.

**Procedures for handling a Student Worker ID card**
Your Student Worker ID card is not meant to replace your College photo ID. Therefore, *your Student Worker ID should remain in the department at all times.* When you report for work, you should pick up your Student Worker ID and wear it for the duration of your shift. When your shift is complete, the IDs should be returned to your supervisor and remain within the department until you report for your next shift.

**Who do I contact with questions or concerns?**
Questions regarding Work Study policies, procedures, time cards or payroll can be directed to the Work Study Coordinator at 610-325-2790.
Federal Work Study Authorization Card

☐ New
☐ Rehire

Student Name: ______________________________
Student ID Number: _______________________

Term/Award:  Sum II  Fall  Spring  Sum I

Hiring Dept/Org ____________________________  *Rate ______  **Dept Code ______
Student Position Title _______________________  Phone _______________________
Supervisor Signature ________________________  Print Name _____________________

Hiring Dept/Org ____________________________  *Rate ______  **Dept Code ______
Student Position Title _______________________  Phone _______________________
Supervisor Signature ________________________  Print Name _____________________

*To be completed by DCCC Work Study Staff
**To be completed by DCCC supervisor or Work Study staff for off campus positions

Student Worker Procedures and Responsibilities

By accepting a Work Study position, you agree to the following:
I will maintain at least 6 credits, a 2.0 GPA, and be making sufficient academic progress to be eligible for Work Study employment. If I drop below 6 credits and a 2.0 GPA, I will inform the Work Study Placement Coordinator.
I understand that Work Study employment is part time, 10 hours per week, not to exceed 499 hours per year. If I have Federal Work Study and wish to work more than 10 hours per week, I will discuss this with my supervisor and then contact the Work Study Coordinator to determine if I am eligible.
I understand that I can not participate in the Work Study program if I am working in another capacity as a DCCC employee.
I will establish a schedule with my supervisor that does not conflict with or overlap with my class schedule.
I will contact my supervisor if I am unable to work prior to the time I am scheduled to work.
Time cards should be submitted every two weeks for hours worked. I understand that time cards must be submitted within 30 days of the time worked or earnings may be forfeited.
I understand that if a time card is submitted with fraudulent information, I will face termination and may face severe disciplinary action.
I understand that all PA and US Department of Education Student Financial Aid regulations and DCCC policies apply to my employment.

Please Print Clearly
Name: ____________________________
Major: ____________________________
Campus: ____________________________
Phone #: ____________________________
E-Mail: ____________________________

Student Signature: ____________________________
## College-Funded Work Study Authorization Card

<table>
<thead>
<tr>
<th>New</th>
<th>Rehire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student Information

- **Student Name:**
- **Student ID Number:**
- **Term/Award:**
  - Sum II
  - Fall
  - Spring
  - Sum I

### Hiring Department/Organization

- **Hiring Dept/Org:**
- **Rate:**
- **Dept Code:**

### Supervisor Information

- **Supervisor Signature:**
- **Print Name:**

### Additional Information

*To be completed by DCCC Work Study Staff*

**To be completed by DCCC supervisor or Work Study staff for off campus positions**

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### Student Worker Procedures and Responsibilities

**By accepting a Work Study position, you agree to the following:**

- I will maintain at least 6 credits, a 2.0 GPA, and be making sufficient academic progress to be eligible for Work Study employment. If I drop below 6 credits and a 2.0 GPA, I will inform the Work Study Placement Coordinator.
- I understand that Work Study employment is part time, 10 hours per week, not to exceed 499 hours per year. If I have Federal Work Study and wish to work more than 10 hours per week, I will discuss this with my supervisor and then contact the Work Study Coordinator to determine if I am eligible.
- I understand that I can not participate in the Work Study program if I am working in another capacity as a DCCC employee.
- I will establish a schedule with my supervisor that does not conflict with or overlap with my class schedule.
- I will contact my supervisor if I am unable to work prior to the time I am scheduled to work.
- Time cards should be submitted every two weeks for hours worked. I understand that time cards must be submitted within 30 days of the time worked or earnings may be forfeited.
- I understand that if a time card is submitted with fraudulent information, I will face termination and may face severe disciplinary action.
- I understand that all PA and US Department of Education Student Financial Aid regulations and DCCC policies apply to my employment.

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### Additional Information

#### Please Print Clearly

- **Name:**
- **Major:**
- **Campus:**
- **Phone #:**
- **E-Mail:**

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**Student Signature:**

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International Work Study Authorization Card

W-3 International Work Study

- New
- Rehire

Student Name: ____________________________

Student ID Number: ______________________

Term/Award:  Sum II ______  Fall ______  Spring ______  Sum I ______

Hiring Dept/Org ____________________________

*Rate ______ **Dept Code ______

Student Position Title ________________________

Phone ____________________________

Supervisor Signature ____________________________

Print Name ____________________________

Hiring Dept/Org ____________________________

*Rate ______ **Dept Code ______

Student Position Title ________________________

Phone ____________________________

Supervisor Signature ____________________________

Print Name ____________________________

*To be completed by DCCC Work Study Staff

**To be completed by DCCC supervisor or Work Study staff for off campus positions

Student Worker Procedures and Responsibilities

By accepting a Work Study position, you agree to the following:

I will maintain at least 6 credits, a 2.0 GPA, and be making sufficient academic progress to be eligible for Work Study employment. If I drop below 6 credits and a 2.0 GPA, I will inform the Work Study Placement Coordinator.

I understand that Work Study employment is part time, 10 hours per week, not to exceed 499 hours per year. If I have Federal Work Study and wish to work more than 10 hours per week, I will discuss this with my supervisor and then contact the Work Study Coordinator to determine if I am eligible.

I understand that I can not participate in the Work Study program if I am working in another capacity as a DCCC employee.

I will establish a schedule with my supervisor that does not conflict with or overlap with my class schedule.

I will contact my supervisor if I am unable to work prior to the time I am scheduled to work.

Time cards should be submitted every two weeks for hours worked. I understand that time cards must be submitted within 30 days of the time worked or earnings may be forfeited.

I understand that if a time card is submitted with fraudulent information, I will face termination and may face severe disciplinary action.

I understand that all PA and US Department of Education Student Financial Aid regulations and DCCC policies apply to my employment.

Please Print Clearly

Name: ____________________________

Major: ____________________________

Campus: ____________________________

Phone #: ____________________________

E-Mail: ____________________________

Student Signature: ____________________________
Delaware County Community College
WORK STUDY CONFIDENTIALITY AGREEMENT

I understand and agree that as a condition of my employment in the Work Study program at Delaware County Community College, that I must at all times keep confidential, sensitive information to which I may have access. This includes, but is not limited to, confidential information that is pertinent to students, employees, donors, clients, customers, patients, applicants and their associated records/files, financial records/budgets, and other information that if released, may be harmful to the College/Organization and/or individual persons.

I understand and agree not to divulge or publish any confidential or sensitive information obtained in the course of performing Work Study job duties, to persons inside or outside the College. However, I realize that, if directed by a College/Organization official to do so, I may be required to divulge confidential information in order to comply with governmental laws and regulations or to conduct College/Organization business with individuals who have a right and need to know such information, or to comply with court-ordered/subpoenaeed requests for information.

I agree to review and abide by any other confidentiality policies and procedures of the College and the Organization where I am placed if it is outside of the College and to abide by applicable privacy protection laws and regulations.

I agree to consult my assigned supervisor for protocol regarding the proper course of action relative to the release of confidential information.

I understand that failure to comply with this agreement may result in disciplinary action up to and including termination of employment and/or criminal or civil prosecution. Student workers may also be subject to the College’s judicial process. I understand that this agreement is valid throughout my term of employment with the College.

Employee Signature________________________________________ Date ____________

Employee Name (print)________________________________________
Timecard- Federal Work Study

Delaware County Community College
STUDENT EMPLOYEE TIME CARD

Complete Timecard- Federal Work Study

Delaware County Community College
STUDENT EMPLOYEE TIME CARD
Timecard- College-Funded Work Study

Complete Timecard- College-Funded Work Study
Timecard- International Work Study

Complete Timecard- International Work Study
Tips for Success on the Job

**Dress appropriately for the job**- Ask about dress requirements and notice how others dress.

**Be reliable**- Be at work at the agreed-upon times. If you need to be late or absent, call in advance to inform your supervisor. If you find you are repeatedly late or absent, adjust your work schedule so you can be reliable.

**Have a positive attitude**- Be enthusiastic, friendly and show initiative. Avoid complaints and criticism. Use appropriate language when speaking with your supervisor and co-workers.

**Be productive**- Complete the tasks you are given in a reasonable amount of time. Follow directions and ask questions if you need clarification or further information. Take pride in the quality of work you produce.

**Limit personal business**- Use your time at work for job-related tasks. If you complete all the tasks you are given, ask your supervisor and co-workers if there are any additional tasks you can assist with. If your employer allows you to do homework during work hours, be sure you have exhausted all work tasks completely and correctly first. Do not use your cell phone for personal calls during work hours.

**Address Concerns**- If you have concerns about your position or the work you are doing, don’t be afraid to ask your supervisor.