Off Campus Work Study Supervisor Handbook

Student Employment Services & Co-op Center
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What is Work Study?

Work Study is a Federal program that provides funding for college students to work part-time in jobs 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 positions qualify for Work Study?

A Work Study job can be just about anything that is relevant to your organization. It can be secretarial or administrative work or you can use Work Study students to help run your daily business in such areas as marketing, public relations, computers/IT, data entry, health care, behavioral health, 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 an organization which students are prohibited from participating include politics and religion.

How can our organization participate in the program?

To participate in the Work Study program, you must be a non-profit organization or government agency. You will be asked to sign a Work Study Agreement form (page 7) and complete an Employer Needs Assessment form (page 8) for each position at your organization.

How many hours can students work?

Work Study jobs are part-time positions. Students are eligible to work approximately 10 hours per week, but no more than 499 hours in a (fiscal) year. Eligibility is specific to each student and is dependent upon their individual financial aid package, number of credits in which they are enrolled, and the date they begin working.

When can students work?

Students can work in off campus positions year-round as long as they meet the eligibility requirements listed below. Students 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 their services at your organization and the student maintains their eligibility to participate in the program.

Students can work at any time during the day/night and any day of the week. Students can be expected to work within the hours that the organization normally operates however it is asked that the hours a student is scheduled to work take into consideration the student’s class schedule. STUDENTS SHOULD NOT BE SCHEDULED TO WORK AT TIMES THAT CONFLICT WITH THEIR CLASS SCHEDULE.

Who receives Work Study?

Work Study is awarded to students based on the information presented on their Free Application for Federal Student Aid (FAFSA) each year. The FAFSA application and college financial aid packaging policies are used to determine whether a student is eligible for Work Study.
What are the eligibility requirements?
Student 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

Once it is determined that a student is eligible for Work Study they may continue to participate in the program as long as they are currently enrolled in at least 6 credits of classes at Delaware County Community College, have a 2.0 or greater GPA and are making sufficient academic progress. Students must also maintain their individual financial aid eligibility.

What is the student hiring process?
Once the Work Study Agreement and Employer Needs Assessment forms have been completed, your job(s) will be promoted to the students. When eligible students indicate they are interested in a position with your organization, they will be provided with your contact information so they can go through your organization’s hiring process. Since the student(s) will be working for you directly, you may utilize whatever application process you deem appropriate to determine whether you wish to hire a student. Some organizations require one or more of the following:
- Resume
- Interview
- References
- Criminal background check
- Child abuse clearance
- Drug test
- Attend orientation/training

A detailed job description is recommended. This, along with a comprehensive screening of applicants and a thorough review of job requirements during the interview process, will help you make the best hiring decisions for both your organization and the students’ success on the job.

When students come for the interview they will know how many hours per week they are eligible to work and the pay rate for the position. This is information they should share with you.

How do we hire a student?
Once a student has successfully completed your application process and you determine that you want to hire the student, you simply need to complete and sign the student’s yellow Work Study Authorization form (Page 8). The student will return the form to the Work Study
Coordinator at the College and this indicates that you have hired the student. At this point the student will need to complete all of their payroll paperwork with the College. Once the signed Authorization form and all the completed payroll paperwork are returned, the student will be approved to begin working and should contact their supervisor to confirm a work schedule.

**What are our responsibilities as supervisors?**

As supervisor you maintain control of the hiring, termination and day-to-day oversight of the students. In addition, you are responsible for ensuring that students are trained and oriented for the position and work at your organization.

The supervisor’s role is very important in the Work Study relationship. The College counts on supervisors to engage students in useful work and to only accept the number of students needed for the amount of work available. Someone needs to oversee student work and ensure that students are actually working the hours for which they are scheduled. Supervisors will be asked to verify this information every two weeks by signing students’ timecards (Page 9).

It is the supervisor’s responsibility to ensure that students are meeting the expectations of the position. If a student is not meeting those expectations, this should be brought to the student’s attention right away in order to resolve the issue. Supervisors may resolve problems they encounter with a Work Study student on their own, or in consultation with the Work Study Coordinator at the College.

In order to run the Work Study program efficiently and effectively, the Work Study Coordinator needs to be kept up-to-date on how things are going at your organization. Therefore, it is important that you inform the Work Study Coordinator of any questions, concerns or needs for additional information you may have. This includes the need for more or less student workers at any time, information about any student who has quit, stopped showing up, or been terminated. This will help the College best meet the organization’s needs for student workers.

**What can we expect of the Work Study students?**

Work Study students are employees who are being paid for their work and should be held to the same/similar standards as your other 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. It is important to outline these expectations during the interview and again when the student begins working.

You can expect your Work Study student to complete the projects and tasks assigned to them, as long as they are reasonable. Students should arrive promptly and be ready to begin working at the time they are scheduled. They should be reliable in coming to work and always call prior to being late or if they are unable to be there for a scheduled shift.

If there is a slow period when you do not have enough regular work to keep the student busy, you may give them the option to help in other areas of the organization. Students may be given the option 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 THE STUDENT COMES TO YOUR ORGANIZATION TO STUDY OR DO HOMEWORK.

**Absenteeism and Tardiness**
Students should be informed of the organization’s policies regarding absenteeism and showing up late for work as soon as they begin working. Missing work without calling first or with no explanation is not acceptable. Instances of tardiness or absenteeism should be addressed with the student right away and if it happens continually the supervisor has the right to terminate the student.

**Work Performance**
It is important to let your Work Study students know what is expected regarding job performance and work quality as soon as they begin working. If a student’s performance is not meeting your expectations or these standards, this should be addressed with the student right away so that the problems can be rectified.

**Personal Appearance**
Work Study students are expected to maintain a personal appearance that is appropriate for the work being performed and the setting in which they are working. Their attire should also be consistent with any safety guidelines and the policies of both the College and the organization at which they are working.

Students should be made aware of any policies regarding dress at the interview and again when they begin working. Anytime a student does not comply with the policy or dresses in a manner which the supervisor feels is inappropriate for the workplace, this should be addressed with the student immediately. Students can be given the option to cover up inappropriate attire or change their attire for the remainder of their shift or they can be sent home with instructions on how to dress appropriately for their next scheduled work shift.

**Confidentiality**
Confidentiality by student workers on the job is extremely important. It is recommended that supervisors review confidentiality guidelines with students when they begin working. Each student will sign a confidentiality form before he/she can begin working. These forms are kept on file with the College Work Study Coordinator. A copy of the form can be found on page 10. Supervisors may also require students to sign the form provided or an alternate form to be kept on file at the organization.

**Meals/breaks**
Students 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, STUDENTS 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 with a Work Study student. It is important to let students know what is unacceptable and what actions will be taken both when the student begins work and as an infraction occurs. Failure to report to
work, repeated tardiness, unsatisfactory work habits, unprofessional dress, falsifying information on timecards, are all reason for disciplinary action. If these actions occur repeatedly, it may be cause for termination. Supervisors may resolve problems they encounter with a Work Study student on their own, or in consultation with the Work Study Coordinator at the College.

**How are timecards and payroll handled?**

Work Study students are paid bi-weekly. The pay rate is determined by the College based on the position responsibilities and skills required for each job. A payroll schedule will be provided to each student with their payroll paperwork as part of the hiring process. Supervisors will receive a copy of the payroll schedule prior to each fiscal year.

Students must complete a yellow timecard every two weeks for the hours worked during that pay period (Page 9). Students can pick up timecards from the Student Employment Services & Co-op center on Marple campus or the Financial Aid office at any off-site campus. Students should complete the information at the top of the form exclusive of the ORG#. 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. The student should sign the timecard and then present it to the supervisor who will verify the hours worked and sign the card.

**Accurate information reporting**

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

**PLEASE ONLY SIGN A COMPLETED TIMECARD. IT IS ESPECIALLY IMPORTANT THAT THE HOURS BE PRESENT IN ALL THE “TOTAL” BOXES TO ENSURE THAT THE STUDENT CANNOT ADD HOURS TO THE TIMECARD AFTER IT HAS BEEN SIGNED.**

If an incomplete timecard is submitted, the timecard will not be accepted and the student will not be paid for the hours reported. The timecard will be returned to the student so that the information can be completed. Once the timecard is completed and turned in, the student will be paid for those hours in the pay period in which the completed timecard is submitted. A copy of a completed timecard is provided on page 9.

**How timecards are submitted**

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

If a student is unable to get the timecard to Main campus by the due date, the student 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 office within one week of the faxed copy.
How do I make a change to the jobs I have listed with the College?
If you want to change or update the information in a job we are currently promoting, simply contact the Work Study Coordinator and the requested changes will be made. If you would like to add or delete a job, the Work Study Coordinator can take care of those changes as well.

Who do I contact with questions or concerns?
Questions regarding Work Study policies and procedures or student workers can be directed to the Work Study Coordinator at 610-325-2790.
OFF-CAMPUS WORK STUDY PROGRAM
EMPLOYER AGREEMENT
Non-Profit Organization or Government Agency

This Agreement is entered into between Delaware County Community College, hereinafter known as the “Institution”, and ________________________ hereinafter known as the “Organization,” a non-profit organization or government agency. The purpose of the agreement is to provide work opportunities to students of the Institution who are eligible for participation in the Federal Work Study Program (FWS).

Students will be made available to the Organization by the Institution to perform specific work assignment. The “Job Description” attached outlines these assignments.

The Institution may remove from a work assignment or from the Organization any student, either by the Institution’s own initiative or at the request of the Organization.

The Organization agrees that no student will be denied work or subjected to different treatment than other employees of the Organization on the grounds of race, color, national origin or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat.252) and Title IX of the Educational Amendments of 1972 (Pub. L. 92-318) and the regulations of the Department of Education which implements those Acts.

The Institution is considered to be the employer for purposes of this agreement. The Institution has the ultimate right to control and direct the services of the student worker. The Institution also has the responsibility to determine whether the student meets the eligibility requirement, and maintains eligibility, for the Federal Work Study Program. The Organization is responsible for determining if the student worker is performing at an acceptable level and for referring student workers who are not performing at an acceptable level to the Institution for dismissal or reassignment. The Organization also must provide supervision to the student worker and must monitor attendance and work performance. The Organization must submit time cards to the Institution and the Institution will be responsible for paying the student worker.

Compensation of the students for work performed on a project under this agreement will be disbursed by the Institution and all payments due as the employer under state and local workers’ compensation laws, under federal and state social security laws, or under other applicable laws will be made by the Institution.

Signature
For the Institution: _________________________
Printed Name: ______________________________
Title: ______________________________________
Name of Organization: _______________________

Signature
for the Organization: _________________________
Printed Name: ______________________________
Title: ______________________________________
Name of Organization: _______________________


Off Campus Work Study Employer Needs Assessment

Employer Name

Address

City/State/Zip

Contact Person

Phone

E-mail Address

Fax

Number of Students Requested

Summer

Academic Year

Position Title

* Please copy and complete a separate form for each position

Days and hours

Position Description:

Skills and Requirements (i.e., computer skills, good communication skills, specific majors preferred, etc.):

Application Requirements (i.e. resume, cover letter, references, interview, etc.)

Please return to:

Tenesha Joseph, Student Employment & Work Study Coordinator
Student Employment Services & Co-op Center
901 S Media Line Road, Media, PA 19063
Phone: 610-325-2790 Fax: 610-359-5075 E-mail: tjoseph@dccc.edu
# Work Study Authorization Form

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*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 cannot 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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Student Signature: ________________________________
# Timecard- Blank

![Timecard- Blank](image)

# Timecard- Complete

![Timecard- Complete](image)
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/subpoenaed 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)_________________________________________________________________