On Campus Work Study Supervisor Handbook

Student Employment Services & Co-op Center
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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 your department. 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, 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 can our department participate in the program?
To participate in the Work Study program, contact the Student Employment & Co-op Office at 610-325-2790. You will be asked to complete a Departmental Work Study Needs Assessment form (page 8) for each position you wish to make available to students.

How many hours can students work?
Work Study jobs are part-time positions. Students in the Work Study program 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 their individual financial aid package, number of credits in which they are enrolled, and the date they begin working.

When can students work?
Students in the Federal and College-funded Work Study programs can work year-round as long as they 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 their services in your department and the student maintains their eligibility to participate in the program. Students in the International Work Study program can work when classes are in session during the fall and spring semesters only. They are not eligible to work during the summer.

Students can work at any time during the day/night and any day of the week. They can be expected to work within the hours that the department 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?**

Federal 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 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)
- Valid social security number (obtained once employment is secured)

Once it is determined that a student is eligible for Work Study they may continue to participate in the program as long as they continue to meet the eligibility requirements for their Work Study program.

**What is the student Placement process?**

Once the Departmental Work Study Needs Assessment form has been completed, your position will be promoted to the students. When eligible students indicate their interest in a position with your organization, they will be provided with your contact information so they can go through your application process. Since you will be supervising the student(s) directly, you may utilize whatever application process you deem appropriate to determine whether you wish to offer a student a position. Some departments 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 the position requirements during the interview process, will help you make the best placement decisions for both your department 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 Work Study Authorization card. This card will be yellow for Federal Work Study students (Page 9), blue for College-funded Work Study students (page 10) and pink for International Work Study students (page 11). The student will return the card to the Work Study Coordinator and this indicates that the student has been offered a position. At this point the student will need to complete all of their payroll paperwork with the Work Study Coordinator. Once the signed Authorization card 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 type of work in your department.

The supervisor’s role is very important in the Work Study relationship. The Work Study Coordinator 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.

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.

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 in your department. 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 students at any time, information about any student who has quit, stopped showing up, or been terminated. This will help to best meet your department’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 other College 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 with other tasks. 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 WORK TO STUDY OR DO HOMEWORK.

Absenteeism and Tardiness
Students should be informed of the department’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 to 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 the College and the department in 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 Work Study Coordinator. A copy of the form can be found on page 12.
Supervisors may also require students to sign the form provided or an alternate form to be kept
on file in the department.

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 infractions 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.

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 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 timecard every two weeks for the hours worked during that pay period.
Federal Work Study students will complete a yellow timecard (page 13), College-funded Work
Study students will complete a blue timecard (page 14) and International Work Study students
will complete a pink timecard (page 15). IT IS VERY IMPORTANT THAT THE
STUDENTS COMPLETE THE CORRECT COLOR TIMECARD CORRESPONDING
TO THEIR WORK STUDY PROGRAM.

Students 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. The student should sign the timecard and then present it to the supervisor who will
verify the hours worked, fill in the ORG# 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 it is submitted. Samples of completed timecards are provided on pages 13-15.

**How timecards are submitted**

Timecards are typically due to the Financial Aid 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 610-359-7379 however the original copy must still be submitted to the Financial Aid office.

**Can I require students to wear student worker IDs?**

Yes. 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 you would like your student worker(s) to wear a photo identification card while on the job, please follow the procedures listed below.

**Procedures for requesting Student Worker ID cards or stickers**

To request that your student worker(s) obtain a photo ID card or ID sticker for the current semester, send an e-mail request to Karen Rege in the Library and CC Helen Maguire. Include the names of the students for whom you would like to request ID cards and/or ID stickers. Students can report to the library with a photo ID to receive their new student worker ID card or their ID sticker for the current semester

**Note:** A student should only need to obtain one ID card for their work in a department. However, they will need to get a new sticker to be placed on their ID card each semester indicating that they are employed for that term.

**Procedures for handling Student Worker ID cards**

Student Worker ID cards are not meant to replace a student’s College photo ID. Therefore, all Student Worker IDs should remain in the department at all times. When a student reports for work, they should pick up their Student Worker ID and wear it for the duration of their shift.
When their shift is completed, the IDs should be returned to the supervisor and remain within the department until the student reports for their next shift.

When a student finishes their employment in a department and is not expected to be rehired in the future, the Student Worker ID card(s) should be sent to the Work Study Coordinator via interoffice mail so they can be destroyed. If you anticipate rehiring a student worker for a future term, please hold onto the ID so that a new one does not need to be created.

**How do I make a change to the position(s) I have posted?**
If you want to change or update the information in a position 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 position, 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 can be directed to the Work Study Coordinator at x2790.

Questions regarding timecards or payroll can be directed to the Financial Aid Assistant at x5321.
Departmental Work Study Needs Assessment

Department____________________________________________ Location________________________

Contact Person____________________________________________ Phone_______________________

Number of Students Requested    Summer ___________________    Fall/Spring _________________

Days and hours_________________________________________________________

Position Title___________________________________________________________

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:  Darah Filidore
Student Employment Services & Co-op Center – Room 1305
Phone 610-325-2790    Fax 610-359-5075
Federal Work Study Authorization Card

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

**Student Name:** ____________________________  

**Student ID Number:** ____________________________  

**Term/Award:**  
- Sum II  
- Fall  
- Spring  
- Sum I  

**W-2 Federal Work Study**  

**FA Initials:** ____________________________  

**Date Issued:** ____________________________  

**Hiring Dept/Org** ____________________________  

**Rate** ____________________________  

**Dept Code** ____________________________  

**Student Position Title** ____________________________  

**Supervisor Signature** ____________________________  

**Print Name** ____________________________  

**Phone** ____________________________  

**Hiring Dept/Org** ____________________________  

**Rate** ____________________________  

**Dept Code** ____________________________  

**Student Position Title** ____________________________  

**Supervisor Signature** ____________________________  

**Print Name** ____________________________  

**Phone** ____________________________  

*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.

**Please Print Clearly**

**Name:** ____________________________  

**Major:** ____________________________  

**Campus:** ____________________________  

**Phone #:** ____________________________  

**E-Mail:** ____________________________  

**Student Signature:** ____________________________
International Work Study Authorization Card

Student Name: ____________________________
Student ID Number: _______________________
Term/Award: Sum II Fall Spring Sum I

Hiring Dept/Org ____________________________
*Rate __________ **Dept Code ______
Student Position Title ________________________
Supervisor Signature ________________________
Print Name ________________________________

Hiring Dept/Org ____________________________
*Rate __________ **Dept Code ______
Student Position Title ________________________
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/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) ____________________________________________
Timecard- Federal Work Study

Complete Timecard- Federal Work Study
Timecard- College-Funded Work Study

<table>
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<tr>
<th>SOCIAL SECURITY NUMBER</th>
<th>STUDENT EMPLOYEE'S NAME</th>
<th>PAY PERIOD ENDING</th>
<th>ORG #</th>
<th>ACCT#</th>
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<td>-1st WEEK TOTAL HRS</td>
<td>-2nd WEEK TOTAL HRS</td>
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</table>

TOTAL HOURS WORKED DURING PAY PERIOD

Delaware County Community College

STUDENT EMPLOYEE TIME CARD

I hereby certify that this time card is a true statement of the hours worked by this student and that the work assignment has been performed in a satisfactory manner.

Complete Timecard- College-Funded Work Study

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>INT</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
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<tbody>
<tr>
<td>Jones</td>
<td>Chris</td>
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SOCIAL SECURITY NUMBER | STUDENT EMPLOYEE'S NAME | PAY PERIOD ENDING | ORG # | ACCT# |

<table>
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<td>-1st WEEK TOTAL HRS</td>
<td>-2nd WEEK TOTAL HRS</td>
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TOTAL HOURS WORKED DURING PAY PERIOD

Delaware County Community College

STUDENT EMPLOYEE TIME CARD

I hereby certify that this time card is a true statement of the hours worked by this student and that the work assignment has been performed in a satisfactory manner.
Timecard- International Work Study

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Student Employee's Name</th>
<th>Pay Period Ending</th>
<th>Org. #</th>
<th>Acct. #</th>
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**FIRST WEEK**

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**SECOND WEEK**

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<th>Day</th>
<th>Date</th>
<th>Hours Worked</th>
<th>Hours Worked Per Week</th>
<th>Total Hours 2nd Week</th>
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Total Hours Worked During Pay Period: 20

Delaware County Community College

INT'L STUDENT EMPLOYEE TIMECARD

I hereby certify that this timecard is a true statement of the hours worked by this student and that the work assignment has been performed in a satisfactory manner.

Complete Timecard- International Work Study

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Student Employee's Name</th>
<th>Pay Period Ending</th>
<th>Org. #</th>
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<tr>
<td>00234567</td>
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**FIRST WEEK**

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**SECOND WEEK**

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Total Hours Worked During Pay Period: 20

Delaware County Community College

INT'L STUDENT EMPLOYEE TIMECARD

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