



Work-Study Program Mentor Handbook

Mission Statement

Work-Study is an integral part of the college experience that combines learning with practical work experiences to support student success, prepare students for future employment opportunities, and make a positive impact on the community.

Financial Aid Office
Building 1700

A. Introduction

The Work-Study Program provides eligible students with on- and off-campus part-time employment opportunities to help pay for educational expenses. Funding is limited and eligibility is required. Wages are administered through Imperial Valley College, and employment opportunities and full award earnings are not guaranteed. Mentors will be notified of any changes to a student's eligibility.

B. Securing a Work-Study Position

Complete the **Work-Study Contract Agreement** and submit it to Barbara Escoto at barbara.escoto@imperial.edu. Job openings are posted online until positions are filled.

C. Hiring a Work-Study Student

Step 1

Mentors will submit requisitions to NeoEd with the number of vacancies given to their department/agency by the Work-Study Coordinators.

Step 2

Mentors will review the applicant pool that has been previously screened by WS Coordinators for eligibility requirements and choose who to interview.

Step 3

After selecting a candidate, complete the Work-Study Authorization Form with the student's information and submit it to both Work-Study Coordinators. Students who were not selected should be notified within 48 hours.

Step 4

Work-Study Coordinators will forward the candidate's information to the Student Employment Specialist to begin the onboarding process.

Step 5

The Student Employment Specialist will notify the Work-Study Coordinators if the student is cleared. If the student is not cleared, the student, Mentor, and Work-Study Coordinators will be contacted.

Step 6

Once the student is cleared, Work-Study Coordinators will send the completed Authorization Form and Terms and Conditions Form to the student and Mentor, including the official start date.

D. Student Employment Period

The hiring process is complete **only after** receiving the finalized Work-Study Authorization Form. Students may begin work only on the approved start date; any prior hours are the responsibility of the department or agency.

Fall 2026: August 3, 2026 – December 18, 2026
Spring 2027: January 4, 2027-June 11, 2027
Summer: No Work-Study

State Holidays, District Holidays, & Campus Recess: Students are NOT allowed to work

Note: To work during Winter, students must be enrolled in at least 6 required units combined between Winter and Spring, or 6 required Spring units. Students enrolled only in Winter units are not eligible to work in Spring.

Students must maintain continuous, at least half-time enrollment of required coursework (6 units) to be eligible. If they drop to less than half-time, they are no longer eligible.

E. Mentor Responsibilities

Mentors are expected to provide meaningful work experiences aligned with the approved job description and ensure Work-Study positions do not replace permanent staff roles. Mentors must monitor student work hours, as any unauthorized hours will be paid by the department or agency.

Responsibilities also include:

- providing training
- explaining job duties
- establishing workplace expectations
- supervising students

Remote work, weekend work, or work during campus closures is not eligible for FWS funding unless approved in advance by a Work-Study Coordinator.

F. FWS Work Hours & Breaks

Per federal regulation, students **may not** work during scheduled class or exam times, and Mentors must verify class schedules each semester. Any exception, such as a class cancellation or early dismissal, must be documented.

FWS students are limited to 15 hours per week and 8 hours per day unless approved in advance. Required breaks include a 15-minute break for 4–5-hour shifts and a 30-minute lunch for 6–7-hour shifts.

Mentors are responsible for tracking and maintaining work hour records for three years for audit purposes. The Work-Study Timecard does not replace the WebSTAR Electronic Timesheet used for payroll reporting. Financial Aid will conduct random audits throughout the year to verify this requirement is met.

G. Timesheets

All timesheets must be approved as directed by HR each month for hours worked from the 11th of the previous month to the 10th of the current month. When completing timesheets, round off to the nearest $\frac{1}{4}$ of an hour. (e.g. 15 minutes = 0.25; 30 minutes = 0.5; 45 minutes = 0.75)

Timesheets must be approved by:

- Timesheet Approver for on-campus departments
- Student Employment Specialist for off-campus agencies

Students and Mentors are responsible for submitting timesheets on time. Late approvals may result in delayed payroll processing or student reassignment. Payments are issued monthly through direct deposit or mailed to the student's address on file.

H. Sick Leave

Work-Study students may accrue sick leave in accordance with California AB 1522 after working more than 30 days. Sick leave is earned at the rate of 1 hour for every 30 hours worked; a limit of 48 hours total may be accrued and a maximum of 24 hours of sick leave may be used per fiscal year. Unused sick leave rolls over into the next year. Sick leave is not paid out upon the end of employment; however, upon reemployment within 12 months the previous unused sick leave balance may be reinstated.

Sick leave may only be used on or after the 90th day of employment. Sick leave may be used for the diagnosis, care or treatment of an existing condition or preventative care for the student or a family member. Student workers must provide the Mentor with reasonable advance notice when using sick leave unless the event is unforeseeable, when then the student must provide notice "as soon as practical". Sick leave hours must be reported on the Electronic Time Sheet. Federal Work-Study funds may not be used to pay sick leave hours; the district/employer incurs the cost.

I. Termination of Work and Corrective Action Form

A Mentor has the right to terminate a student's employment with just cause. Grounds for disciplinary action include, but are not limited to:

- Poor performance
- Tardiness or Absenteeism
- Failure to meet job requirements as listed in job description.
- Inappropriate behavior such as excessive cell phone usage and visits from friends during work hours

If disciplinary problems arise, a Mentor should use the following guidelines, as they provide written documentation in the event of counteraction by the student:

Strike 1: Give the student a verbal warning, stating exactly what the unacceptable behavior was and what needs to be done to correct the problem. Be sure to detach the behavior from the individual. Complete a Corrective Action Form and document the 1st verbal warning, keep for your records should a 2nd incident occur.

Strike 2: Give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem. Send a copy of the Corrective Action form to the WS Coordinators and provide a copy to the student.

Strike 3: Give the student a written notification of termination stating the reasons why this action has been taken. Send a copy of the Corrective Action form to the WS Coordinators and notify the Student Employment Specialist.

If the student stops showing up for work, notify a Work-Study Coordinator immediately. Another student may be available depending on current funding.

J. Notice of Non-Discrimination

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

The district seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.

Non-Discrimination Under Title IX

Title IX is a federal civil rights law that prohibits sex discrimination on the basis of sex in education programs, including athletic programs, or activities that receive federal funding. Title IX covers non-discrimination based on sex or gender, sexual harassment and sexual assault, and program equity, such as athletics.

Imperial Valley College has designated a Title IX Coordinator(s) to monitor and oversee Title IX compliance. Your college Title IX Coordinator is available to explain and discuss: your right to file a complaint; the complaint process; how confidentiality is handled; available resources both on and off campus; and other related matters. The Title IX Coordinator(s) for Imperial Valley College are:

Title IX Contact Coordinator

Johanna Fisher, Associate VP of Human Resources
johanna.fisher@imperial.edu
760-355-6207

Title IX Deputy Coordinator

Alexis Villa, VP of Student Services & Equity
alexis.villa@imperial.edu
760-355-6472

K. Contact Information

All questions and concerns regarding Work-Study Program and eligibility must be directed to the Work-Study Coordinators:

Barbara Escoto

barbara.escoto@imperial.edu

760-355-6236

All questions concerning timesheets and general employment requirements must be directed to the Student Employment Specialist. For questions regarding Student Payroll please contact Payroll Technician.

Athena Chavez

athena.chavez@imperial.edu

760-355-6295

Marcia Reyes

Payroll Technician

marcia.reyes@imperial.edu

760-355-6189

In case of work injuries or accidents, IMMEDIATELY contact Lorie Castillo in Human Resources Office at 760-355-6123.