



Work-Study Program Student 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 Federal Work-Study (FWS) Program provides eligible students with financial need part-time employment opportunities that support educational and career goals. Funding is limited, and students must complete the financial aid process and meet eligibility requirements. Work-study earnings are intended to supplement educational expenses and should not be relied upon as a primary source of income.

Student wages are funded through federal and employer contributions and paid monthly through Imperial Valley College. Employment and full award earnings are not guaranteed.

B. Requirements for Employment

Students must maintain continuous enrollment in at least 6 units of required coursework and uphold good student conduct. Falling below half-time enrollment or receiving disciplinary sanctions may result in loss of Work-Study eligibility or termination.

C. Employment Period

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.

D. Student Responsibilities & Job Expectations

Students, as well as mentors, are responsible for monitoring hours worked. It is your responsibility to keep track of ensuring that you do not exceed hours allotted.

Students are expected to:

- Report to work promptly when scheduled.
- Notify the mentor as soon as possible when they will be late or unable to work.
- Dress appropriately for your work location.
- Refrain from conducting personal business on the job.
- Adhere to the confidentiality of the job and the department.

Work-Study students are subject to the same performance, discipline, and termination standards as any other employee. Being a WS student does not afford special privileges or protection.

E. 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.

Students are responsible for tracking their work hours using a Work-Study Timecard. The Timecard does not replace the WebSTAR Electronic Timesheet required for payroll reporting.

F. 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)

Students and mentors are responsible for submitting timesheets on time. Failure to submit timesheets in a timely manner may result in disciplinary action and/or termination. 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.

G. 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.

H. Termination of Work

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
- 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, the mentor will:

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.

Strike 2: Give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem.

Strike 3: Give the student a written notification of termination stating the reasons why this action has been taken.

I. 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

Liz Cantu, Interim District Compliance Officer
liz.cantu@imperial.edu
760-355-6194

Title IX Deputy Coordinator

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

J. 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

Student Employment Specialist
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.