



Federal Work-Study
Supervisor Handbook 2024-2025

Financial Aid Office
Building 1700

A. Introduction

The Federal Work-Study (FWS) Program provides part-time jobs to eligible students with financial need. The program is intended to be a learning experience, benefiting the student's educational goal, and enhancing future employment opportunities. FWS is a highly desirable type of aid and funds are limited; therefore, students must complete the financial aid process and qualify before working in any FWS position.

Student wages are funded through a combination of federal funds and employers that are paid monthly through Imperial Valley College. There is no guarantee that a student will be able to get a job or earn the full amount of their award before the IVC allocation for FWS funds is spent. The Financial Aid Office will inform supervisors of any changes to a student's eligibility.

B. Securing a Work-Study position

Complete the **Work-Study Contract Agreement** and a **typed Work-Study Job Description Form** for the desired position(s). Submit both completed documents to Maria Maciel at maria.maciel@imperial.edu

- Job listings are posted online, and students are instructed to contact the supervisor on job description to potentially schedule an interview.
- Job descriptions are posted when received and removed once positions are filled. If you want your job description posted or removed at a specific time, please contact a WS Coordinator.

C. Hiring a Work-Study student

Step 1

Interview student(s) only if they have provided you with a copy of their **Work-Study Instructions email** and completed a **Student Employment Application**. Both items are required for students you are re-hiring as well.

Step 2

Once you select a candidate, complete the Work-Study Authorization Form with the student information and submit it to both Work-Study Coordinators. Please notify the other student(s) within 48 hours if they were not selected.

Step 3

Work-Study Coordinators will review student eligibility and send the Human Resources Generalist the candidate's information for onboarding appointment.

Step 4

The Human Resources Generalist will notify WS Coordinators via email if student cleared or contact the student, supervisor, and WS Coordinators if student didn't clear.

Step 5

Once a student is cleared, Work-Study Coordinators will email the completed Authorization Form & Terms and Conditions Form to the student and supervisor with the official start date.

D. Student Employment Period

The hiring process is considered complete **only after** you receive the completed Work-Study Authorization Form from the Work-Study Coordinators. **The student may begin working on the date indicated on the completed WS Authorization Form. Any hours worked before that date will be the responsibility of the department or agency.**

Fall 2024: August 1, 2024 – December 13, 2024

Spring 2025: January 2, 2025 – June 6, 2025

Must be enrolled in 6-units of required coursework between Winter and Spring combined or 6-units of required coursework in Spring to work during Winter semester.

Summer: No Federal Work-Study

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. Supervisor Responsibilities

Supervisors are expected to provide meaningful work experience consistent with the job description that was provided for the position. The work-study position is not intended to replace any permanent positions. **Supervisor must monitor the hours a FWS student works. Any hours worked beyond those authorized will be paid by your department or agency.**

In addition, the supervisor must:

- provide appropriate training
- explain job assignments
- set dress code in the work area
- supervise student(s) while performing job duties

Students working remotely from home, on weekends, or on days when College is closed do not meet the supervision requirements and are not authorized to be paid from FWS funds unless requested and approved in advance by a WS Coordinator.

F. FWS Work Hours & Breaks

Per federal regulation, students may **not** be scheduled to work during their class time or exam periods. Supervisors **MUST** check the student class schedule each semester to ensure students are not working during class time or exam periods. Any exception, such as a class cancellation or early dismissal, must be documented.

- FWS students cannot work more than 15 hours per week or over 8 hours in a day. Exceptions must be approved by a WS Coordinator in advance.
- FWS students scheduled to work 4 to 5 hours must take a 15-minute break.
- If scheduled for 6 or 7 hours, students must take a minimum 30-minute lunch.

It is the supervisor's responsibility to keep track of the actual hours worked, including time in and time out. Time must be tracked, a Work-Study Timecard is available on the financial aid website. These records must be retained for 3 years after the end of the academic year and made available to auditors upon request. Financial Aid will conduct random audits throughout the year to verify this requirement is met.

Please note that the Work-Study Timecard **does not** replace the Electronic Timesheet on WebSTAR which is used to report hours worked for payroll purposes.

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:

- Authorized supervisor for on-campus departments
- HR Generalist for off-campus agencies

Students and supervisors are responsible for submitting timesheets on time. Supervisor failure to approve timesheets in a timely manner may result in departmental reassignment of WS students. Any late timesheets will **NOT** be processed in the normal scheduled payroll but will be processed with the following month's payroll process. WS payments will be sent via direct deposit or mailed to the student's mailing address on the last working day of each month.

H. Sick Leave

Work-Study students are eligible to accrue sick leave in accordance with California AB 1522. Students who work more than 30 days can earn sick leave. 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 supervisor 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 supervisor 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 supervisor 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. Send a copy of the Corrective Action form to the HR Generalist and provide a copy to the student. The Corrective Action Form is found under Federal Work-Study forms.

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 HR Generalist 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 HR Generalist and notify a Work-Study Coordinator.

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:

Leticia Ochoa

leticia.ochoa@imperial.edu

760-355-6273

Priscila Sanchez

priscila.ortiz@imperial.edu

760-355-6270

All questions concerning timesheets and general employment requirements must be directed to the HR Generalist:

Athena Chavez

athena.chavez@imperial.edu

760-355-6295