

SUPERVISOR'S/ STUDENT'S WORK STUDY HANDBOOK

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Introduction

Eastern Arizona College currently administers two student employment programs, one funded by the federal government (Federal Work Study-FWS) and the other funded by EAC (Institutional Work Study-IWS). The purpose of these programs is to help students who have a demonstrated financial need contribute financially toward their college education; and to assist the college in performing duties that do not displace regular employees. Work Study students will not be employed to replace regular college personnel. FWS employee's specific duties are to directly contribute to the operation of Eastern Arizona College as a whole. Institutional Work Study (IWS) is funded by Eastern Arizona College and is not subject to the same federal regulations as Federal Work Study. The work experience received through either Work Study employment program should enhance a student's education by providing an enriching job environment while developing usable job skills and beneficial work habits. This document sets forth employment practices established by the federal government and Eastern Arizona College. It is prepared as a reference for students and supervisors who are involved in the Work Study employment programs.

Student Eligibility for Federal Work Study

A student is eligible for Federal Work Study (FWS) employment if all of the following criteria are met:

- The student has financial "need" as determined by completing the Free Application for Federal Student Aid (FAFSA). This form must be completed annually.
- The student is offered work study as part of his/her financial aid package and has accepted the offer within 21 days of receiving the initial award offer by email.
- The student is admitted to an EAC degree program.
- The student is enrolled in courses required for declared degree program.

- The student is in compliance with the EAC Satisfactory Academic Progress Standards as written in the EAC college catalog.
- The student is a citizen of the United States, a national or permanent resident thereof.
- The student is in good standing with the EAC Student Code of Conduct.

Note: Accepting a work study offer does not guarantee employment.

Awarding Federal Work Study

Upon receipt of the completed FAFSA, the Financial Aid Office may award Federal Work Study (FWS) based upon the financial need of the student. If all eligibility requirements are met and the student indicated an interest in work study on the FAFSA, and funds are available, a work study offer is made. This offer must be accepted by the student within 21 days. The FWS award is the maximum gross amount a student is authorized to earn during a school year. FWS is not a grant; it must be earned through hours worked at a job. A FWS award does not mean a student has employment; the student must still locate a job, interview, be selected and complete all employment paperwork.

Awarding Institutional Work Study

Institutional Work Study (IWS) is a student employment program funded by Eastern Arizona College. Students awarded institutional work study are not required to have an unmet need however to be eligible a FAFSA must be completed for the current award year. A student awarded IWS cannot have total aid, including IWS, that exceed the students cost of attendance. An IWS offer must be accepted by the student within 21 days. The IWS award is the maximum gross amount a student is authorized to earn during a school year. IWS is not a grant; it must be earned through hours worked at a job. An IWS award does not mean a student has employment; the student must still locate a job, interview, be selected and complete all employment paperwork.

Foreign Students

Foreign students can work Institutional Work Study on campus if they have an F-1 Visa and are considered a full-time/degree seeking student at EAC.

Application / Interview / Employment Process

- Each department can determine how they want the work study student to apply for the position. This will be on the job description.
- During an interview, certain questions cannot be asked including:
 - Those that tend to identify applicants over 40 years of age;
 - Applicant's religious denomination or affiliation, church, parish, pastor or religious holidays observed;
 - Complexion, color of skin or other questions directly or indirectly indicating race or color.
 - Applicant's nationality, lineage, ancestry, national origin, descent or parentage, date of arrival or port of entry in the United States.
 - Marital status or number of dependent
 - Questions on a general medical condition, inquiries as to receipt of workmen's compensation.
- Supervisors interview work-study candidates and determine who they want to hire.
- After a supervisor decides to hire, but before offering employment, the supervisor is to contact the financial aid work study assistant to verify eligibility. Contact should be by phone (ext. 8288) or email (Deanna.cluff@eac.edu).
- If approved, the supervisor will direct the new student worker to pick up a New Hire Packet at the Fiscal Control office.
- If approved, the supervisor will enter the student information into the BEACON Work Study Portal. If off campus, the supervisor will email the FA work study assistant their intent to hire and provide the student name and EAC ID.
- The student may begin working only after the supervisor receives approval either through email or by phone from payroll.

- Supervisors who fail to follow this process and begin employing student workers before approval is granted will have the student's wages charged to their departmental account.

Employment

Even though Work Study student employment (FWS or IWS) is part of a student's financial aid, it must be regarded by both the employee and the supervisor as a real job. Student employees are afforded job experiences meant to prepare them for their post-college careers. It is vital that students understand the employee/supervisor relationship as well as the importance of their positions. Student employees are expected to conduct themselves as representatives and employees of Eastern Arizona College.

Maximum Earnings Limitation

It is important to remember that all hours worked during the academic year-July 1 through June 30-count toward a student's maximum earnings award. Federal regulations state a College cannot provide financial assistance to students in excess of their financial need. Any awarded Federal or Institutional Work Study amount not earned cannot be paid. Students may not work more than 19 1/2 hours weekly. Students are required to accept their work study award through the My Financial Aid portal within 21 days of the original offer. By accepting the award students are aware of their FWS employment award and should not expect to be paid for anything more. Once a student has earned the maximum dollar amount allowed by his or her award letter, he/she should stop working immediately.

Supervisors can check the status of work study earnings at any time through the BEACON work study module. Supervisors and students should be aware of the remaining award so that work schedules can be adjusted accordingly. Departments and students are encouraged to plan ahead in order to avoid termination at an inopportune time. The total number of hours a student may work during the employment period is determined by dividing the award by the wage rate. There is no such thing as a fixed number of hours a week a person must work. It is only required that the student not earn in excess of his/her award per semester and students are not to exceed 19 1/2 hours per week.

Community Work Study

Generally, the greatest number of Work Study jobs is on-campus employers; however, by Federal Regulation, Eastern Arizona College must offer a certain number of positions to off-campus Community Service jobs. Employment at these Community Service jobs is available only in certain agencies. Eastern Arizona College has an Off-Campus College Work Study Agreement with the eligible agencies. Students interested in obtaining a Community Service job should review the job postings at: https://www.eac.edu/Student_Services/Financial_Aid/jobs.shtm . EAC must also employ FWS students in the AMERICA READS program at local elementary schools. Students interested in obtaining a position as a Reading or Math Tutor should contact the Financial Aid Office for available opportunities.

Summary of Student Responsibilities

- Complete a FAFSA, request work study on the FAFSA, accept work study offer within 21 days through My Financial Aid web portal.
- Pursue employment by contacting the various supervisors who have jobs available. Jobs are posted on the EAC web page at: https://www.eac.edu/Student_Services/Financial_Aid/jobs.shtm .
- For off-campus employment, a student must be eligible for federal work study, obtain a student employment form from the Financial Aid Office, have it completed by the off campus supervisor, and return the completed form to the Financial Aid Office.
- Report hours worked in on line BEACON time sheet: <https://mypay.eac.edu/MyPay/Login>. Supervisors will train work study employees to use BEACON time sheets. Off campus employees must still complete a paper time sheet. Students should complete time sheets on a daily basis either electronically or on hard copy.
- Work no more than 19 1/2 hours per week.
- Do not exceed maximum work award per award letter.
- Never work during a scheduled class.

- Report to work as scheduled and perform job duties in a responsible and dependable manner. If sick or unable to work at the scheduled time, contact supervisor prior to the scheduled time.
- Dress appropriately for the work environment.
- Contact the Financial Aid Office with problems related to employment.
- Give adequate notice (two weeks) to employer before terminating employment.

- **Summary of Supervisor Responsibilities**

- Submit job descriptions for any new positions created or any revision of a current position to the Financial Aid Office. Job descriptions should be updated at least every year before work studies can be hired.
- Before allowing a student to work, make sure the student is in at least one class that goes toward their declared major and make sure he/she is authorized to work by the Financial Aid Office and payroll. The work study student should present you with a student employment form if they are working an off-campus position. *On-campus supervisors should enter the student in BEACON.*
- Complete *Beacon* with the needed information. Incomplete documents or entries will cause student employee to not be paid in a timely manner. Prior to entering a student in BEACON, make certain your Division Chair or Department Head has authorized funding and approves of the hire. Students should not begin working until the Financial Aid Office either receives the employment form for off campus sites or the student has been approved by the Financial Aid Office through Beacon.
- Approval must be made from Payroll **prior** to a student beginning work. If student begins working before approval, pay for student will be paid from the department's budget.
- Provide to the student a copy of the job description and explain clearly the work to be done, the standards of performance, and other criteria of acceptable employment such as punctuality, absences, dress, etc.
- Work study employees must be supervised at all times. Work Study employees should not have access to confidential information unless the student received FERPA training. If the student's work responsibilities require viewing or processing confidential information FERPA training must be conducted by the supervisor or the financial aid work study assistant. The student must sign a statement attesting to having been trained. This statement will be placed in the student's work study folder.
- Work Study employees must never proctor or grade exams.
- Work Study employees, who are enrolled in a class, cannot perform work study duties while participating in the class.
- Work study employees cannot replace regular full-time or part-time EAC employees.
- Regulate Work Study student's work schedule so that their award is not exceeded. Division Chairs/Department heads may view the cumulative total earned and remaining amount of the student's award at any time in Beacon. Each supervisor should be aware of the remaining award so that a work schedule may be adjusted accordingly. Students who have earned their work study award should stop working immediately. Supervisors are encouraged to plan ahead in order to avoid termination at an inopportune time.
- The Work Study employee's schedule must be adjusted around their class schedule. Students must never work during a time when they should be in class. Supervisors must know the students class schedule to ensure compliance as this is a federal regulation. An exception to this would be a cancelled class and require verification from the instructor.
- Hours worked can be reported in Beacon by the supervisor or student. However, the supervisor will always be required to confirm and submit the students hours worked to payroll. Students are paid twice monthly. Generally, hours worked are due the second and third Friday of the month and payday is the first and third Friday of each month. Supervisors can use Knowledge Base for step by step information on how to set up and approve work study time sheets.
- Make sure students do not volunteer student's time at their job.
- Students cannot work from home or in any other instance they cannot be supervised.
- Notify the Financial Aid Office/ Work Study Assistant when a student ceases work.
- Notify the Financial Aid Office/Work Study Assistant when a job opening arises so that a job description can be posted to the web site if a replacement is desired.
- Notify the Financial Aid Office/Work Study Assistant when a position is filled so it can be closed on the web site.

- Work Study employees shall not be placed in positions where supervision would result in nepotism as described in EAC policy.
- If student uses work study job as a reference for a new job and a new employer calls to verify employment, students are protected under FERPA. Call must be referred to Human Resources for verification of employment.
- If a supervisor's preference for hiring is an application or resume, this documentation must be kept in student work studies file in the supervisor care. This documentation can be destroyed (shredded) once the work study is terminated.

Work Study General Guidelines

A supervisor's department budget can be charged if:

- The student's earnings exceed the student's approved FWS award for the applicable semester.
- The supervisor allows the student to start working before the student is eligible to start working.
- The supervisor allows the student to continue working after being notified that the student is no longer eligible to work.
- The student is no longer enrolled or has stopped attending class and the student continues working.

Getting Paid

- Time Sheets
 - Each student should keep a daily record of the number of hours worked during each pay period.
 - Hours worked are due in the Fiscal Control Office by 3 p.m. on the 15th and 30th of each month, unless that date falls on a weekend. The time sheet is then due on the Friday prior to that date. At the end of the semester, pay dates are adjusted so that paychecks can be cut by the last day of school, so there will be different due dates. Supervisors are notified of these changes and students can ask the Fiscal Control Office for due dates.
 - It is up to each supervisor to determine how the hours worked will be entered for each pay period. Some supervisors want each work study student to enter their hours on the Beacon system themselves, and then it will be reviewed and approved by the supervisor. This is done by entering the "My Pay Portal" on Beacon, enter their time and click on save, and then enter. The supervisor will then review the student's entries for accuracy, lock them, and then that is when the hours are sent to payroll. If the supervisor wishes to enter the work study student's time themselves, the student must look over what has been entered, and any conflicts resolved, before it is locked and sent to payroll by the supervisor.
 - Off campus supervisors will email the student's hours to payroll by the deadline of each pay period as listed above. A hard copy of the time sheet must be faxed or mailed to EAC Payroll Department.
 - Pay for hours worked will not be processed unless the student has, on file in the Fiscal Control Office, a completed Payroll Packet, and a request to hire the student has been sent to Financial Aid through the Beacon system. Off campus supervisors must submit an Off Campus Employment form to Financial Aid.
 - Student employees are paid at least the federal minimum hourly wage rate.
- Payments
 - Work study funds will be deposited directly into students' bank accounts on the 7th and 22nd of each month, unless that date falls on a weekend or holiday. Pay days that fall on a weekend or holiday, are available on the Friday before.
 - Student employees must arrange their direct deposit details at the Fiscal Control Office (office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday). Fiscal Control will need the account and bank routing numbers for the account where funds will be deposited.

Benefits

- During a four-consecutive-hour work period, Work Study employees are entitled to one 15-minute break.
- Work Study employees are not eligible for paid lunch hours, vacations, or holiday pay.
- Work Study employees are covered by Workmen's Compensation Insurance, but not by Unemployment Insurance. All work-related injuries should immediately be reported to Eastern Arizona College's Fiscal Control Office.

- Work Study employees will accrue one (1) hour of sick leave for every thirty (30) hours worked as reported and approved by the supervisor through the official institutional tracking system of time worked. Earned sick leave may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Leave may be used for yourself or a family member (spouse, children, other legally recognized dependent, parent or sibling). . (Paid Sick Leave for Temporary, Part-Time Employees 4310.16)

Evaluations

Every Work Study employee is hired in a probationary category. After three months there are two alternatives:

- Continuation of probation for a period of time to be determined by the supervisor. The Financial Aid Office should be informed and appropriate documentation of the probation and of the deficiencies should be maintained. After the second probation, if performance has not improved, a student should be terminated.
- The probation period can be terminated and the student employee enters into "regular" Work Study employment status.

Employment Opportunities

- Job descriptions for all available positions are listed on the EAC web page. These positions include on-campus, Community, and America Reads tutors.

Employment Termination

- Voluntary Termination

If a student decides to quit a job, he/she should give at least a two-week advance notice to the supervisor. Student employees may voluntarily terminate their jobs at their own discretion.

- Involuntary Termination With Notice

Supervisors may terminate a student with notice for a number of reasons. These reasons may include:

- Federal Work Study award has been earned. Federal regulations state that the College may not provide assistance to students in excess of his/her computed financial need. Thus, when students earn the entire Work Study award, they must be released from their job.
- Discontinuation of the job.
- Scheduling conflicts.

- Involuntary Termination Without Notice

Work Study student employees may be terminated from their positions by the Supervisor for inability or unwillingness to comply with the requirements of the position. Some examples of violations include, but are not limited to:

- Frequent tardiness
- Time Sheet falsification
- Theft
- Repeated unexcused absences or tardiness
- Violation of the institutions FERPA policy and procedures
- Violation of Eastern Arizona College's policy regarding the Internet
- Use of drugs or alcohol during or immediately prior to the work shift
- Withdrawal from all classes
- Failed to meet the Satisfactory Academic Progress requirements

- Have earned their full work-study award for the semester
 - Fraud in securing employment / appointment
 - Incompetence
 - Inefficiency
 - Neglect of duty
 - Insubordination
 - Dishonesty
 - Conviction of a felony or misdemeanor or behavior involving moral turpitude which adversely reflects on the College or affects the employee's suitability for continued employment
 - Discourteous treatment of the public, co-workers or students
 - Willful disobedience
 - Misuse or abuse of College property
 - Loss of required qualifications, license or certification
 - Falsification of any public document, including the employment application
 - Illegal discrimination, including sexual or other prohibited harassment, as provided by these rules and by law
 - Habits or conduct, which risk the safety or health of persons in the working environment or risk damage to property
- Dismissal Guidelines
 - The student should generally be given a warning before being dismissed from the job except for items listed as "Involuntary Termination without Notice", which results in immediate dismissal. Student employees are 'at will' and therefore can be terminated at any time. When a student has been terminated the supervisor must notify the Financial Aid Office. If a Work Study student feels he/she has been unjustly terminated, he/she may file a written complaint to the Financial Aid Office. Work Study employees' rights and responsibilities are the same as regular employees, unless otherwise specified in this handbook, and can be found at Human Resources Office.

Federal Work Study during Non-enrollment Period

Students must be enrolled in at least one class that goes towards their declared major to participate in the federal work study program. The only exception is that students enrolled for fall semester in at least one class that goes towards their declared major, may begin earning their work study award at any time after July 1st. This allows some students the opportunity to earn money for costs of attendance that occur during the first weeks of fall semester such as housing deposits, books and supplies, etc.

Institutional Work Study during Non-enrollment Period

Students must be enrolled in at least one class that goes towards their declared major to participate in the institutional work study program. The only exception is that students enrolled for fall semester in at least one class that goes towards their declared major, may begin earning their work study award at any time after July 1st. This allows some students the opportunity to earn money for costs of attendance that occur during the first weeks of fall semester such as housing deposits, books and supplies, etc.

Rules and Regulations

- EEO Compliance

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures.

- Drug and Alcohol-Free College

Eastern Arizona College has established a policy and set up guidelines governing the possession and/or consumption of alcoholic beverages and illegal substances. See EAC's regulations regarding the illegal use of controlled substances in the [Student Code of Conduct](#) section of EAC's academic catalog.

- **General Rules and Regulations**

Full text of the rules and regulations that apply to every student attending Eastern Arizona College are found in the [Student Code of Conduct](#) section of EAC's academic catalog.
