EASTERN ARIZONA COLLEGE

SUPERVISOR/STUDENT
WORK STUDY HANDBOOK

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Table of Contents

Section I: Introduction

Section II: Student Employment and Limitations

A. Student Eligibility for Federal Work Study and Institutional Work Study
B. Awarding Work Study
C. International Students
D. Application, Interview and Employment Process
E. Maximum Earnings Limitation
F. Community Work Study
G. Student Responsibilities
H. Supervisor Responsibilities
I. Work Study General Guidelines
J. Paychecks-Time Sheets and Pay
K. Benefits

Section III: Student Employee Development, Employment Termination, Evaluations and Recognition

A. Required Training
B. Evaluations
C. Employment Opportunities
D. Employment Termination
E. Student Employee of the Year

Section IV: Additional Resources

A. Title IX: Policies, Reporting and Resources
B. Work Study during Non-Enrollment Period
C. Rules and Regulations

Section V: Frequently Asked Questions

Section I: 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. Federal Work-Study (FWS) employees' 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 participate in the work-study employment programs.

Section II: Student Employment and Limitations

A. Student Eligibility for Federal and Institutional Work Study

Federal Work Study: A student is eligible for Federal Work Study (FWS) employment if all 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.
- The student is admitted to an EAC program.
- The student is enrolled in six or more credit hours with at least one (1) credit hour that is required for their declared degree program. This is per semester.
- The student remains 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.
- **High school students enrolled in dual credit are not eligible for FWS or IWS.**

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

Institutional Work-Study: A student is eligible for Institutional Work-Study (IWS) employment if all the following criteria are met:

- The student is admitted to an EAC degree program.
- The student is enrolled in at least six credit hours per semester.
- International students can work Institutional Work-Study on campus if they have an F1 Visa and are considered a full-time/degree seeking student at EAC.
- The student is in good standing with the EAC Student Code of Conduct.

- **High school students enrolled in dual credit are not eligible for FWS or IWS.**

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

B. Awarding Work Study

Federal Work-Study: Upon receipt of the completed FAFSA, the Financial Aid and Veteran Services office may award Federal Work-Study (FWS) based upon the financial need of the student. If all eligibility requirements are met and funds are available, a work study offer is made based on priority. The FWS award is the maximum gross amount a student is authorized to earn during an academic year. FWS is not a grant; it must be earned through hours worked at a job. Receiving a FWS award does not mean a student has employment; the student must still locate a job, interview, be selected, **be enrolled in at least six credit hours (1 credit hour must go towards their declared program),** and complete all employment paperwork.

Institutional Work-Study (IWS) is a student employment program funded by Eastern Arizona College. Students awarded institutional work-study are not required to have unmet need. However, to be eligible, a FAFSA must be completed for the current award year, and the **student must be enrolled in at least six credit hours**. A student awarded IWS cannot have total aid, including IWS, that exceeds the student's cost of attendance. 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.

C. International Students

International 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. Students should verify eligibility with Admissions and Registration.

D. Application / Interview / Employment Process

Students applying for a work-study position must submit the work study application to the listed department supervisor on the position summary. Each department specifies the preferred process and qualifications. Supervisors will reach out to the candidates directly and set up the interview time and location and will notify the student if they have been selected to fill the position.

Employment Process:

- Supervisors interview work-study applicants and make hiring decisions.
- Before extending an offer of employment, supervisors must contact the Financial Aid and Veteran Services Office to verify the student's work-study eligibility.
- If the student is eligible, the supervisor must submit a hiring request to the Human Resources Department by emailing the request and the student's work-study application to **careers@eac.edu**.

- The Financial Aid and Veteran Services Office will process the Federal Work-Study (FWS) or Institutional Work-Study (IWS) award in the student's Anthology record and send the student a Work-Study Award notification.
- The Human Resources Department will contact the student directly to schedule completion of all required onboarding documents and training. Depending on scheduling availability, this process may take 3 to 5 business days.
- Once onboarding is complete, Payroll will notify the supervisor when the student has been cleared to begin work. The student will also receive an award notification and instructions for accessing the Anthology timekeeping portal.
- Students may begin working **only after** receiving official clearance from Financial Aid and Veteran Services, Human Resources, and Payroll.
- Supervisors who allow a student to begin working before all approvals and clearances have been completed will be responsible for covering the student's wages through their departmental budget.

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 part-time employment within EAC. Student employees are afforded job experience 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.

E. 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 more than their financial need has been determined. Any awarded Federal or Institutional Work Study amount not earned cannot be paid. Students may not work more than 19.5 hours weekly. The number of hours should be determined by the student's award, divided by the weeks in an academic year, divided by the current AZ minimum wage rate to determine the number of hours a student should work within an academic year.

By accepting the award, students must be aware of their FWS employment award and should not expect to be paid more than the award amount. Once a student has earned the maximum dollar amount allowed by his or her award letter, he/she should stop working immediately.

Supervisors should keep track of each student's budget by utilizing an Excel spreadsheet which the Financial Aid and Veteran Services office will provide at the beginning of each academic year.

F. Community Work Study

The greatest number of work-study jobs are on-campus; however, by Federal Regulation, Eastern Arizona College must offer a certain number of positions to off-campus Community Service jobs. Eastern Arizona College has an Off-Campus College Work

Study Agreement with eligible agencies. Students interested in obtaining a Community Service job should review the position summaries at: **Work-Study-Positions**.

EAC must also employ FWS students within 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 and Veteran Services Office for available opportunities.

G. Student Responsibilities

- Complete the current year FAFSA application.
- Request eligibility to pursue a Federal or Institutional work study position.
- Seek employment opportunities by contacting the various supervisors who open positions listed on the website. **Work Study Positions**
- For off-campus employment, a student must be eligible for **federal** work-study, obtain an Off-Campus Student Employment form from the Financial Aid and Veteran Services office, have it completed by the off-campus supervisor, and return the completed form to the Financial Aid and Veteran Services Office.
- Enter and submit hours worked bi-weekly in their individual **Pay Portal**
- **Off-campus employees** must complete an Off Campus timesheet that Supervisors are required to sign and submit by the listed deadlines bi-weekly.
- May not work beyond 19.5 hours each week.
- Do not exceed maximum award earnings, as listed in your awards summary located in your MyEAC.
- Never work during a scheduled class.
- Report as scheduled and perform job duties in a responsible and dependable manner. If sick or unable to work at the scheduled time, contact the supervisor prior to the scheduled time to request sick leave.
- Follow appropriate dress codes for the work environment.
- Contact the Human Resources with problems related to employment.
- Give adequate notice (two weeks) to the employer before resigning employment.

H. Supervisor Responsibilities

- Supervisors are responsible for submitting job descriptions to Human Resources (HR). HR will post the listings on the Work-Study Positions website. Job descriptions should be reviewed annually by the supervisor to ensure that the information being published is accurate.
- Before allowing a student to work (FWS or IWS) make sure the student is currently enrolled with a minimum of **six credits. If requesting a federal work-study position, the student must be in one credit hour that goes towards their declared program** which can be verified by the Financial Aid and Veteran Services office.

- Approval must be given by Human Resources **prior** to a student beginning work. If a student begins working before approval, pay for students will be paid from the supervisor's department's budget.

- Provide the student with a copy of the job description, clearly explain the work to be done, the standards of performance, and other criteria of acceptable employment such as punctuality, absences, dress, etc.

- Work-study employees should always be supervised. Work-study employees should be monitored and reminded of their signed FERPA training acknowledgement when handling or reviewing confidential information.

- 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 students' work schedule so that their award allocation is not exceeded. Supervisors should maintain a spreadsheet for each student worker that calculates the remaining balance and remaining hours a student should work. Department budgets, award information, and monthly YTD earnings calculations can be requested through the Financial Aid and Veteran Service office in conjunction with Payroll.

- Students who have earned their maximum work study award should stop working immediately. Supervisors are encouraged to plan ahead 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 keep a copy of the students' class schedule to ensure compliance as this is a federal regulation. An exception to this would be a cancelled class and requires verification from the instructor.

- Hours worked must be submitted by each student in their Employee Portal. Once submitted for approval, the supervisor should receive the request as a "Work item Assignment" in their Finance and Operations portal. Supervisors should review the

timesheet for final approval and submit to payroll by the deadlines set forth by Business Administration/Payroll.

- Make sure students do not volunteer their time at their job.
- Students cannot work from home or in any other instance they would not be supervised.
- Notify the Financial Aid and Veteran Services office when a student ceases work.
- Notify the Financial Aid and Veteran Services office when a position opens/closes so that the position summary can be reinstated/deactivated on the EAC website.
- Work-study employees should not be placed in positions where supervision would result in nepotism as described in EAC policy.
- If a student uses a work study position as a reference for employment elsewhere, please have them call Human Resources to verify employment. Students are protected under FERPA laws and regulations.
- If a supervisor's preference for hiring is to keep the work study application and resume, this documentation should be kept confidential in a student file and remain in the supervisor's care. This documentation can be destroyed (shredded) once the work study is no longer employed.

I. 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.

J. Paychecks – Time Sheets and Pay

Time Sheets

- Students should log in to their Employee Portal to add a daily record of the hours worked.
- Payroll processes payroll bi-weekly. Students are required to enter any hours worked or any hours that have been accrued as sick leave. This should be submitted by the Friday at the end of the 2-week payroll dates (as set by Business Administration/Payroll) by 5pm.
- Off campus supervisors will email the student's signed paper copy time sheet to the workstudy@eac.edu at the end of each pay period so that the students submitted hours through their employee pay portal can be confirmed and approved.

- Student employees rates of pay are listed on each supervisor/department position summary. For a copy of this summary please contact careers@eac.edu.

Paychecks

- Work-study pay is directly deposited into the student's listed bank account on the following Thursday after the listed close date of the pay period. This bank account verification is gathered with the new employee paperwork by Human Resources and can be updated through the student's employee portal.
- If a direct deposit is expected and not received, students should immediately reach out to the Business Admin/Payroll office and make sure the direct deposit information is correct that was provided to Human Resources.

K. 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 the Human Resources 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). For detailed information regarding this policy, please contact Human Resources.

Section III: Student Employee Development, Employment Termination, Evaluations and Recognition

A. Required Training

All students officially hired for a work-study position must complete all documents and training provided by the Human Resources Department.

B. Evaluations

Every work-study employee is hired in a probationary category. After three months there are two alternatives:

- Continuation of probation for a period to be determined by the supervisor. The Financial Aid and Veteran Services office should be informed, and appropriate documentation of the probation and/or 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 a "regular" Work Study employment status.

C. Employment Opportunities

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

D. Employment Termination

- **Voluntary Termination**
  - If a student decides to resign from employment, they should give a minimum of two weeks' notice to their supervisor. Student employees may voluntarily resign from their position at their own discretion.
- **Involuntary Termination**
  - A supervisor may terminate employment of a student with notice to the student and the Financial Aid and Veteran Services office.

Termination reasons may include:

- Federal Work-Study award earnings have been exhausted. Federal regulations prohibit colleges from awarding work-study funds in excess of a student's calculated financial need. Once a student has earned the full amount of their Federal Work-Study allocation, their employment must be ended or transitioned to a non-work-study position, if available.

Work-study student employees may be terminated from their positions by their supervisor for inability or unwillingness to comply with the requirements of the position.

Examples of violations include, but are not limited to:

- Frequent tardiness
- Time Sheet falsification
- Theft
- Repeated unexcused absences or tardiness
- Violation of the institution's FERPA policy and procedures
- Violation of Eastern Arizona College's policy regarding the Internet
- Use of drugs or alcohol during or immediately before 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
- 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 other people in the working environment or risk damage to property

Dismissal Guidelines

The work-study employee should first be given a period of warning before being dismissed from the position for minor violations. If the supervisor feels that the student's performance may put others at risk or is out of line with the Student Code of Conduct, they can choose to immediately terminate employment. 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 and Veteran Services office immediately.

If a work-study student employee feels they have been unjustly terminated, they may file a written complaint with the Financial Aid and Veteran Services office. Work-study employees' rights and responsibilities are the same as regular employees, unless otherwise specified in this handbook, and can be requested from the Human Resources office by calling 928-428-8915.

E. Student Employee of the Year

We recognize outstanding student employees at the annual Student Awards Ceremony. We encourage supervisors to recognize student employees who perform well. A nomination form will be emailed to supervisors in April preceding the Awards ceremony. The nomination form includes a rating system of the work-study employee's strengths in addition to comments from the supervisor.

We value and recognize our student employees and the contributions they offer while they are here at EAC!

Section IV: Additional Resources

A. Title IX - Policies, Reporting and Resources

- Title IX of the Education Amendments of 1972 states:

  > No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial aid.

  For additional information: Title IX Sexual Harassment Regulations

- Reporting Discrimination, Harassment or Retaliation:

  Reports/complaints of discrimination, harassment and/or retaliation may be made using any of the following options:

  1) Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the regulation or for more information, please contact the Title IX Coordinator.

     Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of this regulation may contact an Official with Authority or the Title IX Coordinator directly.
  2) Report online, using the reporting form posted at: Title-IX-Grievance-Form

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B. Work Study during Non-enrollment Period

Federal Work Study

Students must be enrolled in at least 6 credit hours, with at least **one credit hour that goes towards their declared program** to participate in the federal work-study program.

Institutional Work-Study

Students must be enrolled in at least 6 credit hours, to participate in the institutional work-study program.

C. Rules and Regulations

- **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: Drug and the Abuse of Alcohol Guidelines

- **General Rules and Regulations**
  Full text of the rules and regulations that apply to every student attending Eastern Arizona College are found in the current academic year Course Catalog under the section Policy > Student Code of Conduct.

Section V: Frequently Asked Questions

1. **What is Federal Work-Study?**
   The Federal Work-Study (FWS) program provides part-time employment for students with financial need. A FWS job allows you to earn money to help supplement your income while you are attending school.

2. **What is Institutional Work Study?**
   Institutional Work Study (IWS) is a student employment program funded by Eastern Arizona College.

3. **Am I eligible?**
   To be eligible for FWS you must meet the following requirements:
   - You must have a current and complete FAFSA application on file with EAC
   - You must have unmet financial need
   - You must be enrolled in a minimum of six credits, with one credit that goes towards your declared program
   - You must be meeting Satisfactory Academic Progress

4. **Can I lose my eligibility throughout the semester?**
   Yes. There are certain factors that can change your eligibility:
   - Falling below 6 credits anytime during the semester will result in the cancellation of your FWS or IWS award and the loss of your position
   - Failure to meet Satisfactory Academic Progress for FWS
   - Changes in your financial aid award may also affect your eligibility. This includes adding/or receiving scholarship awards

5. **Who determines if I am eligible?**
   The Financial Aid and Veteran Services office can determine your eligibility for the year based off your completed FAFSA application.

6. **How do I find a job on campus?**
   Updated positions can be found at: Current Work Study Positions

7. **Can I work more than 19.5 hours a week?**
   No. The purpose of the program is to help you succeed in your classes, so the number of hours you are allowed to work is limited to no more than 19.5 hours each week.

8. **How long is my work-study award good for?**
   Your work-study award is good for one semester at a time and depends on meeting eligibility requirements. Students may be awarded for the full academic year (Fall & Spring) if you meet the eligibility requirements for that year. However, it is important for you and/or your supervisor to verify your work-study eligibility with the Financial Aid and Veteran Services office throughout the semester, as well as before the start of the following semester to avoid any lapses in work study funding. You cannot work beyond the last day of the semester.

9. What happens if I do not earn my entire work-study award?

Students earn their work-study funding. If you do not earn the full amount of your work study award by the end of the semester, the Financial Aid and Veteran Services office will return any unused awarded funds.

10. What is unmet financial need?

Unmet financial need is the difference between your Cost of Attendance (COA) and your Student Aid Index (SAI).

11. What is my Cost of Attendance?

The Cost of Attendance (COA) is an estimate of your total educational expenses for the enrollment period you wish to attend EAC. This calculation is established for every student that applies for Federal Student Aid and is determined by factors including, but not limited to, enrollment status and housing status.

12. What is SAI?

Your Student Aid Index (SAI) is the number calculated by the federal government to determine whether or not you are eligible for the Pell Grant. The SAI calculates how much you and/or your family can assist with educational expenses.

13. Do I have to pay taxes on the money I earn?

A work-study's income is taxable, and you are required to fill out a tax selection on the forms provided by Human Resources when you fill out the new employee payroll packet.

You will receive a W-2 from the College at the end of each year. This form will indicate how much you earned. FWS is also reported annually to the Department of Education and is included in future FAFSA applications that require a student to submit earnings.