



The Federal Work-Study Program

Policy and Procedures Manual

Introduction:

The Federal Work-Study (FWS) program provides part-time employment to students who need assistance meeting their costs of postsecondary education. As a school participating in the work-study program, BC3 must:

- * make FWS employment reasonably available, to the extent of available funds, to all eligible students;
- * award FWS employment, to the maximum extent practicable, that will complement and reinforce each recipient's educational program or career goals;
- * assure that FWS employment may be used to support programs for supportive services to students with disabilities; and
- * inform all eligible students of the opportunity to perform community services and consult with local nonprofit, government, and community-based organizations to identify those opportunities.

(Federal Student Aid Handbook, Volume 6, Chapter 2)

BC3 FWS PROGRAM VISION

The BC3 FWS program will offer an excellent service to its students by effectively managing the program in such a way that considers each student employee's unique needs and perspectives while maintaining compliance with federal regulations and institutional policies, recognize the positive academic impact of student involvement on campus and encourage students employees to participate in other campus activities, engage in campus-wide collaboration efforts to assume an efficiently running program, and promote financial literacy by marketing the work-study program as a way of reducing student loan indebtedness.

Section I Supervisor:

A. Job Description

A supervisor may request a work-study position by completing an official job description (appendix A). If you need to make any changes to a job description already on file, contact the Financial Aid Office.

B. Application Process

Open positions are posted online at www.bc3.edu/financialaid/workstudy.asp. Students apply electronically, an email is sent to the Financial Aid Office. If the student is eligible, an email is sent to the student and the supervisor with an assignment sheet.

The supervisor interviews the student and if decides to hire, sends them to the Financial Aid Office with the complete assignment sheet. (Appendix B)

C. Start Date

Students cannot begin working until ALL of their paperwork is complete with Financial Aid and Human Resources. Once the Assignment Sheet is submitted to Financial Aid a Payroll Authorization Form is sent to Human Resources (Appendix C).

Once Human Resources receive all of the required paperwork, timesheets are mailed to the supervisor and the student may begin working.

D. Renewing an Employee

Work-study students are certified on a semester basis. At the end of each semester the Financial Aid Office double checks the student's eligibility and emails an assignment sheet to the supervisor. (Appendix B). If both the student and supervisor agree to employment for the next semester they complete the assignment sheet and submit it to the Financial Aid Office. Timesheets are then delivered by Human Resources.

E. Timesheets

Timesheets are due in the Financial Aid Office on the last day of every month. It is the supervisor's responsibility to make sure timesheets are completed on time, accurate, and submitted to Financial Aid for processing.

Students are paid on the 15th of the following month.

F. Disciplinary Action:

Any issues concerning an employee's conduct that may result in disciplinary action up to and including termination of employment must be addressed in consultation with the Human Resources Office.

G. Hours a Student Can Work:

Since the Federal Work-Study Program is a need-based program it is important that the student not go over the total hours allotted for the semester as this could result in a financial aid over-award.

It is the supervisor's responsibility to monitor the student's hours and ensure they do not work over their award. The maximum number of hours a student can be approved for is 20 hours a week.

Work-study begins the first day of classes and ends the last day of the semester.

During the summer semester, a work-study student may participate in "Flex-Time" providing the following guidelines are met:

1. The Supervisor must be present,
2. The student worker cannot replace the duties of a secretary,
3. The student worker must note on his/her timesheet they are participating in flex-time, and
4. The student worker cannot exceed 37.5 hours in any given week.

H. Do's and Don'ts

Work-study students are not permitted to perform duties that require them to leave campus.

Work-Study students are not permitted to take on responsibilities that would interfere with the employment of regular part-time or full-time employees. The position is only to supplement and assist staff in completing daily routine tasks and assignments.

A work-study student's number one priority is their education. Their job duties and work schedule should in no way interfere with their academic studies.

A student employee is only able to work under one program. If the employee is participating in work-study, he/she is not permitted to participate in institutional employment, or any type of part-time employment.

Section II Student

A. Applying for a Position

A student must officially apply for a position by reviewing the job description and submitting an application for that position. Applications are available electronically by clicking “apply now” at the bottom of the job description.

Open positions and job descriptions are posted online at www.bc3.edu/financialaid/workstudy.asp (Appendix D)

B. Hiring Process

The job application is received via email in the Financial Aid Office. The student’s eligibility is checked and a follow up email is sent to the student. A second email is then sent to the supervisor with an Assignment Sheet (appendix B).

If the supervisor hires the student, they must send the student to the Financial Aid Office with the assignment sheet. The Financial Aid Office then submits a Payroll Authorization Form to Human Resources, and gives the students an HR packet (appendix C)

The student is added to the Work-Study class on Blackboard (<https://blackboard.bc3.edu/>)

The student cannot begin working until all paperwork is complete and approved by the Human Resources Office and the student completes the FERPA training video and quiz on blackboard (appendix E)

C. Timesheets and Tracking Hours

Once the student is approved to begin working, timesheets are mailed to the supervisor and the student may begin working.

Timesheets are due in the Financial Aid Office on the last day of the month. Students are paid on the 15th of the following month.

It is the student’s responsibility to monitor their hours and ensure they do not work over their award. Timesheets and hours are tracked by the Financial Aid Office and available to the student for review on Blackboard.

The maximum number of hours a student can be approved for is 20 hours a week.

D. Renewing a Position

Work-study students are certified on a semester basis. At the end of each semester the Financial Aid Office double checks the student’s eligibility and emails an assignment sheet to the supervisor. If both the student and supervisor agree to employment for the next semester they complete the assignment sheet and submit it to the Financial Aid Office. Timesheet are then delivered by Human Resources.

E. Resignation

If a student graduates, or wishes to resign from his/her work-study position, he/she must submit a letter of resignation to the Human Resources Office.

F. Do's and Don'ts

A student employee is expected to demonstrate integrity and uphold the mission and values of Butler County Community College.

A student employee is expected to be reliable and dependable on the job and complete their required duties.

A student employee is required to acknowledge and abide by the Statement of Understanding of Family Education Rights and Privacy Act of 1974 also known as the Buckley Amendment. Students can access the Buckley Amendment by logging onto <http://www.bc3.edu/students/campus%20life/buckley.htm> or contacting the Registration Office at 724-287-8711, ext. 8331.

A Student employee is expected to exercise good judgment and handle personal and/or sensitive information in a confidential manner.

A student employee must adhere to and comply will all College Policies & Procedures. An Administration Manual is available in each office/department and in the Human Resources Office.

Failure to adhere to College policies and procedures can result in the termination of employment. Termination of employment prohibits a student employee from any further participation in the program.

Section III Financial Aid Office

A. Determining Eligibility

A student must be:

Enrolled at least half-time

Maintaining Progress

Have unmet need greater than their estimated work-study earnings

$\text{Cost of Attendance} - \text{Expected Family Contribution} - \text{Financial Aid} = \text{Unmet Need}$

$\text{Hrs/week} * \text{number of weeks} * \text{wage rate} = \text{earnings}$

$\text{Earnings} * .90(\text{FICA}) = \text{adjusted earnings}$

(Appendix G)

B. Periods of Non-Enrollment

A student can work during the summer semester if he/she is enrolled at least half-time for the fall semester. Any earnings are calculated as attributable and counted against his/her cost of attendance for the next semester.

$\text{Adjusted Earnings} - \text{Expenses (Transportation, Lunches, Summer Tuition, and Books)} = \text{Attributable}$

C. Community Service

At least five percent of the work-study allocation must be used for community service positions. These can be either on or off campus. Community service positions include America Reads, EMS, Public Safety, Library, Cultural Center, Continuing Education, CCLC, Business and Industry Training, and the Art Gallery.

D. Off-Campus Agreements

Any position at a site other than Butler County Community College must enter into an off campus agreement. The form is available in the Financial Aid Office.

E. The College offers Institutional Employment positions geared to students in a specific area or program of study. The same policies and procedures apply to Institutional Employment students. The program is not considered need-based and therefore a student does not have to demonstrate eligibility to participate.

Appendix A (Job description)

Position:

Revised Date:

Location:

Supervisor:

Purpose:

Reporting to the _____, the student employee is responsible for assisting the office with daily routine tasks and assignments in a manner that would support the College's mission and a student-centered learning environment.

Duties:

The principal duties listed contain only the significant information necessary to describe the type of work to be performed and therefore, do not contain all the duties and responsibilities inherent in the position.

Essential Job Functions:

Other duties as assigned by your immediate supervisor.

Required Knowledge, Skills, and Abilities:

An individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job with or without reasonable accommodation.

1. Ability to understand and follow written and oral instructions.
2. Ability to organize and prioritize work to meet deadlines while maintaining a positive and pleasant attitude.
3. Ability to handle multiple responsibilities and maintain good workflow in a fast-paced environment that may have interruptions throughout the day.
4. Sufficient manual dexterity to operate all office equipment including computer, typewriter, calculator, copier, telephone, etc. and to manually complete paperwork.
5. Ability to hear and translate normal conversation.
6. Ability to stand, walk, sit, reach, bend, stoop, crouch, lift and continuously perform essential job functions for designated shift with an unpaid one-half hour lunch, if applicable.
7. Ability to grasp, lift, or move goods occasionally weighing up to 50 pounds.
8. Ability to follow safe work practices with office equipment and observe fire and safety regulations.
9. Must be able to learn and perform all essential job functions accurately.

Qualifications:

Education: A program of study _____, or related field preferred.

Appendix C (Payroll Authorization)

2/18/2015

**BUTLER COUNTY COMMUNITY COLLEGE
PAYROLL AUTHORIZATION FORM**

The following employee will be employed:

1. Work Study Student (7.50/hour) Institutional Employment Student (7.50/hour)
 New Student Returning Student
 Fall 2014 Spring _____ Summer _____
 | Eligible Hours | Number of Credits per Semester
2. Employee Name | _____
3. Social Security Number XXX-XX-
4. Assigned to Division/Office | _____
5. Immediate Supervisor | _____
6. Authorized by Financial Aid Office _____
7. Approval Date August 18, 2014-December 5, 2014

Please have the employee bring this form and the appropriate identification (i.e. driver's license and original social security card) to the Human Resources Office. The employee **MUST** appear in person. **NO forms will be accepted via the mail.** The employee may not begin working until all the payroll forms are complete and on file with the Human Resources Office.

Reviewed by Human Resources and Approved for Employment:

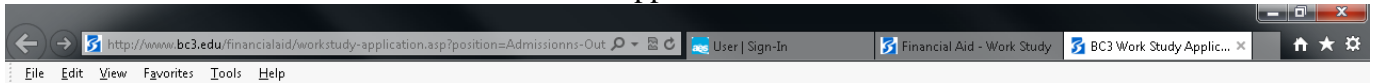
Signature _____

Date _____

Effective Date of Hire _____

A copy of this form will be sent to the Financial Aid Office and the immediate supervisor when the employee may begin employment.

Appendix D Application



BC3 Work-Study Application Form

Admissionns-Outreach Work-Study Position

First Name

Last Name

Daytime Phone

Address

Student ID

Major

Days and Times available for work

Are you currently working on-campus?

Yes No

Do you have any relatives currently working for BC3?

Yes No

Student loans can affect your ability to participate in the work-study program. Have you applied for a student loan?

Yes No



BC3 Work-Study Application Form

Admissionns-Outreach Work-Study Position

Thank you for submitting a student employment application. The BC3 Student Employment program is a great opportunity to learn valuable job related skills, earn money for college and build your resumé.

The Financial Aid Office will email your BC3 email address within the next couple of weeks letting you know your next steps.

If you have any questions, feel free to contact me directly at becky.smith@bc3.edu or 724-287-8711, ext. 8348.

Appendix E (Blackboard)

The screenshot shows a Blackboard course page for the 'WORKSTUDY PROGRAM BC3_WKSTDY'. The page is titled 'Welcome to the Work-Study Program' and features a blue header with the college's name and logo. The user 'Rebecca Smith' is logged in. The page includes a navigation menu on the left with options like 'My Blackboard', 'My Courses', and 'START HERE'. The main content area displays a 'Welcome to the Work-Study Program' announcement with a list of links for various topics such as 'Spring Semester Pay Days', 'HR Policies & Procedures', and 'SNOW DAY - 2/2/15'. A 'My Announcements' window is open, showing a list of these announcements. The page also includes a 'MyBC3 Portal' section at the bottom with a 'Credit Students Only' button and a 'Need Help?' link.

Butler County Community College

My Blackboard My Courses

Edit Mode is: ON

WORKSTUDY PROGRAM BC3_WKSTDY Welcome to the Work-Study Program

Welcome to the Work-Study Program

My Announcements

WORKSTUDY PROGRAM

- > Spring Semester Pay Days
- > HR Policies & Procedures
- > SNOW DAY - 2/2/15
- > Testimonials
- > BC3 FITNESS CENTER – Field House
- > Pay Stubs & W-2
- > Acceptable Use of Technology - Spring 2015
- > Timesheet 101
- > FERPA
- > REPORTING HOURS-NEW
- > Office Tips
- > Student Worker Code of Conduct
- > What have you been doing?

more announcements...

MyBC3 Portal

ENTER Credit Students Only

© 1997-2015 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and Accessibility information Installation details.

Appendix F (ferpa video)

The screenshot displays a Blackboard course interface for 'WORKSTUDY PROGRAM BC3_WKSTDY'. The user is logged in as Rebecca Smith. The course content is organized into a folder named 'FERPA'. The main content area includes:

- FERPA Video**: A video player showing a video titled 'FERPA' with a duration of 00:06. The video content includes the Butler County Community College logo and the text 'FERPA Family Educational Rights and Privacy Act'. Below the video player is a download link: 'Download video file: FERPA Video.wmv'.
- FERPA Quiz**: A quiz titled 'FERPA Quiz' with a duration of 00:06. It is marked as 'Enabled: Adaptive Release'.
- Privacy Act Contract**: A contract titled 'Privacy Act Contract' with a status of 'Availability: Item is not available.' It has an attached file named '9_privacy act statement.pdf' (7.166 KB).

The left sidebar contains navigation links for 'My Blackboard', 'My Courses', and 'WORKSTUDY PROGRAM (BC3_WKSTDY)'. The 'START HERE' section includes links for 'Welcome to the Work-Study', 'What is Work-Study', 'FERPA', 'Discussion Board', 'Course Technologies', 'Student Support', 'Beck Library in BB', and 'Need Help?'. The 'COURSE MANAGEMENT' section includes a 'Control Panel' with links for 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', and 'Packages and Utilities'.

At the bottom of the page, there is a URL: https://blackboard.bc3.edu/bbcswebdav/pid-1159171-dt-content-rid-1665971_1/xid-1665971_1 to the Financial Aid Office

Appendix G (Eligibility Form)

Fall 2014 Student Employment

Name: _____

ID#: _____

*****KIM*****

SAP Status: _____ Enrollment: SP15 _____ 14-15 FAFSA _____ File Complete: _____

COA _____ - EFC _____ - AID* _____ AT FWS Award _____ - Fall Earnings _____ = Unmet Need _____
x 75 FOR %: x 50 for %

Email: Y N _____

2014 AIDE FWS \$1.00 T Add to Excel Sheet

*****BECKY*****

Hrs/Week: _____ Estimated Start Week: _____ # of Weeks: _____

EARNINGS

Hrs/week: _____
X # WEEKS _____
TOTAL HRS _____
x Rate \$7.50 _____

Total Earnings: _____

Returning

OR

New

Renewal Appt. Form _____

Email Student Eligibility form _____

Email Supervisor application and apt form _____

Auth to HR _____

rec appointment form, Payroll Auth to HR, Student HR packet _____

Email student/Kate "New Hire" info Date: _____

*****ELIGIBILITY*****

Becky: FWS AWARD: _____

FWS AWARD
HOURS/WEEK _____
TOTAL HOURS _____

AIDE AWARD
HOURS/WEEK _____
TOTAL HOURS _____

INELIGIBLE
REASON _____

NOTES: _____

*****MONITORING*****

Kim:

AIDE: UPDATE AWARD TO "OFFERED"
 SEND STUDENT FERPA VIDEO

UPDATE EX CEL

UPDATE BLACKBOARD

NOTES: _____
