



## College Work-Study Handbook

### Introduction

The work-study program is another type of financial aid for undergraduate college students, which provides part-time employment to assist with their educational costs. Unlike other employment, employers understand that the students' education comes first. They ensure that their job duties and class schedule does not interfere with school performance.

Work-study jobs are either:

- On campus in various college departments
- Off campus in non-profit, governmental, or other community based organizations

TSC pays work-study and student-employees on a bi-weekly basis and at least the federal hourly minimum wage. All students considered for employment under the college work-study program are given an equal opportunity without discrimination on the basis of race, religion, color, natural origin, gender, age or handicap.

TSC participates in two work-study programs:

- Federal Work-Study (FWS) Program, funded under the authority of Higher Education Act of 1965 (as amended under Title IV, Part C; 42 U.S.C. 2751-2756b) and administered by the U.S. Department of Education, and the
- Texas College Work-Study Program funded by the State of Texas and administered by the Texas Higher Education Coordinating Board (THECB).

### Advantages and Disadvantages of Work-Study for the Student

#### *Advantages*

- Gains work experience;
- Possibility of full-time position after receiving associate degree;
- Employing departments work around student's class schedule;
- Develops friendships among other student-employees during college years;
- Transportation cost savings (student already on campus).

#### *Disadvantages*

- Pay rate is at least the federal minimum wage;
- May only work a maximum of 19 hours per week (Hours depend on approved referral).

### Applying for Work-Study and Eligibility

The TSC Financial Aid Office will consider students for work-study who:

- Submit a Free Application for Federal Student Aid (FAFSA). Students must submit a FAFSA for each academic year in which they want to participate in the work-study program.



- Are citizens or permanent resident of the U.S.
- Have financial need, as defined by work-study program regulations.
- Meet [Satisfactory Academic Progress \(SAP\)](#) requirements.
- Are registered at least half-time:
  - 6 credit hours in fall or spring semesters, and
  - 1 credit hour each summer session.

Not all students who qualify for work-study will secure employment:

- There are limited funds for work-study programs.
- There are limited jobs available.
- The Financial Aid Office cannot over-award students. At any time, the work-study award may be reduced or cancelled for some students to adjust unmet need against other types of financial aid, such as scholarships, state grants, student loans and/or sponsorships.

## Hiring Process

Hiring a work-study student-employee is a process involving the student, the departmental supervisor, the Financial Aid Office and Human Resources:

1. Student need to stop by the TSC Financial Aid Office to find out if he/she is eligible.
2. Student reviews the work-study vacancy list posted online in the Financial Aid website or on a Bulletin Board outside the Financial Aid Office
3. Print CWS Application online at [www.tsc.edu/financialaid](http://www.tsc.edu/financialaid) , Types of Aid, Work-study, and Work-Study Opportunities or the student can get a copy at the Financial Aid Office.
4. Submits the following documents to the Financial Aid Office:
  - College Work-Study Application
  - A resume with 3 references (Name and phone number)
5. Hiring department will review work-study applications at the financial aid office and will take a copy only the applications that their department is listed or it states "Open or Any Position Available" on the student's application.
6. Hiring department schedules interviews with successful candidates by following the "College Work-Study Procedure – TSC Employment Process".
7. Supervisor conducts friendly, professional personal interviews with each candidate in which they:
  - Question the student about their experience, strengths and abilities.
  - Allow the student ample time to respond and clarify their answers.
  - Thank the student for their interest and time.
  - Conclude the interview.
  - Supervisor calls the references listed in resume
8. Hiring departments submits packet to the Financial Aid Office. This packet includes:
  - CWS Employment application with resume
  - Interview Questions
  - Interview Check Sheets



- Reference Rating Sheets,
  - Confidentiality Agreement
9. The Financial Aid Office fills out the “College Work-Study Referral Form”. The referral specifies the number of hours and maximum total pay for which the student is qualified.
  10. The Financial Aid Office reviews packet and ensures that packet is complete.
  11. Student will be award in Colleague.
  12. Financial Aid forwards the complete packet to the Office of Human Resources.
  13. The Office of Human Resources conducts Criminal Background Check (CBC). Once the CBC has cleared, the Office of Human Resources signs the “Referral Form” and returns it to the Financial Aid Office.
  14. The Financial Aid Office processes the “Referral Form” and notifies the hiring department of approval.
  15. The hiring department will then contact the student to fill out additional employment verification forms with Human Resources.
  16. The Office of Human Resources provides “Authority to Report To Work” to student who takes to hiring department.
  17. Supervisor and student accepting work-study position will:
    - Supervisor will review all documents with student.
    - Agree to terms in the contract.
    - Sign all documents
  18. Supervisor returns the original signed documents to the Financial Aid Office.
  19. Student is now ready to begin employment at Texas Southmost College.

## Transferring to Another Position

Work-study student employees may transfer to another position but they have to start the whole process again. Student needs to submit their Work-study application to Financial Aid Office stating the new interested department name. If that department has work-study positions available, supervisor will conduct interviews and will select the student with the higher scores from his/her Reference Rating Sheet. If work-study is select for this position, supervisor need to submit all documentation to the Financial Aid Office. Financial Aid will send to the employee’s current departmental supervisor the forms “College Work-Study Employee Evaluation Notice” and “College Work-Study Employee Transfer Form” to be complete by current supervisor and must be submit to the TSC Financial Aid Office. When package is complete, documents will be send to Human Resources.

Student may transfer from one position to another, but may only:

- Transfer at the beginning or end of a payroll period.
- Hold one position at the college at a time, including non-work-study positions.

## Rights and Responsibilities

### *Student Employee*

- Inquire about your award amount, rate of pay, and the number of weekly work hours stated on your “College Work-Study Referral Form”. You have a right to this information.
- Find a suitable job by getting a clear description of the assignment and the supervisor’s expectations.



- Follow the proper hiring procedures. Review the “Hiring Process” section.
- Track your hours each payroll period.
  - Work no more than 15 hours a week
  - Work no more than the maximum hours stated on the “College Work-Study Job Referral Form”
  - Do not work extra hours voluntarily
  - Put your school before your job
  - Submit your timecard to payroll on time
- Perform your assigned tasks in an efficient, timely manner.
- Adhere to all ethical and privacy rules required by the college and your employing department. Ask your supervisor for clarification if necessary.
- Notify your supervisor immediately when illness or other circumstances keep you from coming to work. Ask your supervisor ahead of time how to best notify them.
- Do not abuse rest and coffee breaks. This privilege is up to the discretion of your supervisor.
- Follow the correct procedures for changing work-study jobs and resigning. See “Transferring to Another Position” and “Terminating Employment” sections of the handbook.
- Student must follow ***TSC Policies and Procedures Dress Code***.

***TSC Policies and Procedures Dress Code.***

“An employee’s personal appearance and hygiene is a reflection on TSC’s character. Employees are expected to dress appropriately for their individual work responsibilities and position. Generally, TSC encourages all employees to dress in a “business casual” fashion. Fridays are “denim days” and appropriate jeans are allowed when worn with a TSC sanctioned t-shirt or school colors”

***Supervisor***

- Ensure that a full-time employee of your department supervises all student employees.
- Follow all the proper procedures for requesting a work-study student employee. See “Requesting a Work-Study student employee” section of the handbook.
- Define and clearly communicate to the student, before they accept the position:
  - Work schedule and hours (work with the student’s class schedule)
  - Pay rate
  - Job expectations
  - Nature of the work
  - Policies and procedures
  - Expected duration of employment
- **Ensure that all student employees read the “College Work-Study Program Handbook” on their first day of work.**
- Train the student employee on all assigned duties and tasks.
- Track the student employee’s balance of hours each pay period.
- Verify that the hours on the student employee’s timecard are correct before signing it.
- Ensure that student are not working during class time. In general, students are not permitted to work in work-study positions during scheduled class times. Exceptions are permitted if an individual class is cancelled or if



the instructor has excused the student from attending for a particular day. Any such exceptions must be documented.

- Keep separate file for each student employee's records, such as timecards and class schedule.
- Ensure that the student employee complies with all rules and regulations listed in the "College Work-Study Program Handbook."
- Evaluate the student employee at the end of each semester. See "Evaluations".
- **Mentor our Work-Study. The role of the supervisor is that of a teacher who trains, motivates, communicates, guides and evaluates the student employee.**

## Timecards and Payroll

TSC pays work-study and student employees every two weeks, according to TSC Payroll Calendar (Part-Time Employees) Schedule B. All work-study student employees must complete timecard and submit before 10 a.m. on the due date as noted on the payroll schedule:

1. Student completes the time card. It must show, separately for each day worked, the hours a student worked and the total hours worked during the job's payment cycle.
2. Supervisor reviews the timecard, comparing to student's log sheet.
3. Both, the student and supervisor sign the timecard.
4. Student and supervisor make a copy of timecard for their records.
5. Student or supervisor (or designee) submits the timecard to the Finance Office by 10 a.m. on the pay period deadline. The Finance Office will not pay students for late timecards until the following pay period.
6. Payroll will either send a check to the student employee's department on the scheduled payday, or make a direct deposit to their bank account.

## Evaluations

Supervisors give student employees an evaluation (review) at the end of each semester. The supervisor:

1. Completes a "College Work-Study Employee Evaluation/Termination Notice".
2. Evaluates the student employee's performance.
3. Modifies the student employee's duties, if needed.
4. Shares the evaluation with the student employee, providing:
  - Areas of improvement
  - Praise for successes
5. Submits the form to the TSC Financial Aid Office by the end of the each semester.

## Terminating Employment

### **Voluntary Termination (Resignation)**

A student has the right to terminate their work-study employment at any time.

- The student must provide a two-week written notice.
- The supervisor must complete and submit a "College Work-Study Evaluation-Termination Notice" to the Financial Aid Office on the **same day as termination**.



### ***Involuntary Termination for Job Performance Problems***

Supervisors must follow counseling process for student-employees with job performance problems before terminating them:

1. Verbal Warning - Privately explain to the student how they are not meeting expectations and help them develop an improvement plan. Allow a reasonable amount of time for the student to improve and provide them verbal direction during this time.
2. Written Warning - Inform the student in writing how they are failing to meet expectations, if they have not improved, and give them a deadline to meet improvement goals.
3. Termination Notice – Develop a termination notice and forward to HR for approval. Make sure to include the date when verbal warning was given, include copy of written warning and termination notice.
4. If Termination Notice is approved by HR, you may proceed with the following steps:
  - Meet with the student-employee and an impartial witness to notify of him/her of termination.
  - Outline in detail how they have not met expectations.
  - Avoid argument; stay calm.
  - Assure the student-employee that you will respect their confidentiality about the termination.
  - Mention the student’s positive attributes as an employee (if applicable).
5. Complete and submit a “College Work-Study Evaluation-Termination Notice” and all the above documents to the Financial Aid Office on the same day as termination.

### **Requesting a Work-Study Student Employee**

College departments can request work-study student employees from the Financial Aid Office. The steps are:

1. Department determines the required number of work-study positions needed for the academic year.
2. Department completes a “College Work-Study Request Form”.
3. Financial Aid Director determines the number of positions granted to each requesting department, after the College Work-Study budget has been approved.
4. Financial Aid Office prepares a “College Work-Study Referral Form” for student employees, advertises vacancies, or both.

### ***NOTE TO SUPERVISORS: Working during scheduled class time is prohibited!***

*In general, students are not permitted to work in work-study positions during scheduled class times. Exceptions are permitted if an individual class is cancelled or if the instructor has excused the student from attending for a particular day. **Any such exceptions must be documented.***