Federal Work-Study Supervisor Procedures
2017-2018
OVERVIEW OF THE FWS PROGRAM

Federal Work-Study is an employment program funded jointly by the federal government and either the university or an off-campus nonprofit-employer. Financial aid university funds pay for a portion of the student’s wage and the remaining portion is paid for using Federal Work-Study Grant funds. When hours are submitted, the student receives a consolidated check every two weeks issued by the Florida Tech Controller’s Office. The current minimum wage for on-campus work-study is $8.10/hour.

Students who are awarded FWS money are given an “allocation amount”. This amount varies based on each individual’s Financial Aid package. The student has the opportunity to earn up to that amount but not in excess of that amount. Florida Tech does not guarantee total earnings. The FWS award period for an academic year begins on the first day of fall semester classes and ends the last day of spring classes. The remaining balance at the end of the academic year will be forfeited by the student. FWS is not available during the summer term. The employing department is responsible for ensuring that students do not exceed their allocation amount. Any hours worked in excess of the allocated amount will be charged to the employing department’s budget.

Student Eligibility and Requirements
Students DO NOT automatically qualify for FWS:
• Students must be U.S. citizens or permanent residents and be matriculated in the university
• Students must be at the undergraduate level
• Only students who receive Federal Work-Study in their Financial Aid package are eligible for assigned work-study positions. Students must complete a FAFSA (Free Application for Federal Student Aid)- the Financial Aid office can discuss student eligibility.

A student’s eligibility to work in the FWS program invariably changes from year to year. Students must re-apply for financial aid each academic year. Questions concerning eligibility should be addressed to a Financial Aid counselor.

FWS HIRING

Step 1 – Supervisor Guidelines & Position Request
Supervisors must read the FWS Supervisor Guidelines and submit a Work-Study Job request for each position. Once your positions have been approved you will be sent an “Approval Notification” via email and will be given a job number for each of your approved positions. Your signature on the position request denotes that the guidelines are understood and agreed upon.

Guidelines, Procedures, FWS Job Request & Agreement are located on the FWS Supervisor Tools website: http://www.fit.edu/career/employers/fws.php
Supervisor Training
As changes regularly occur it is necessary that supervisors regularly familiarize themselves with the Federal Work-Study Program and its policies. A short mandatory online training is required and will be sent to supervisors who complete a position request.

Step 2 – Advertising
CMS will post all positions on their online job board and departments may advertise their approved position(s) on Fitforum or through their department. The following statement MUST be included in the advertisement: “You must have been awarded Federal Work-Study as part of your Financial Aid package to be eligible for this position.”

Step 3 – Interviewing Students
Supervisors should interview their students in an informal or formal process. Any students that need to improve their interview skills can be referred to CMS.

Step 4 – Hiring Students (Blue Form)
Qualified students will be given a Job Referral Form (Blue Form). Once you select a hire, fill out the supervisor section of the form with your job number (given in your position request e-mail) and pay rate. All students starting a new position must be started at the minimum pay rate.

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical, Office, Assistants</td>
<td>$8.10</td>
<td>$8.75</td>
</tr>
<tr>
<td>Manual labor, Facilities/Dining, Athletics</td>
<td>$8.10</td>
<td>$8.75</td>
</tr>
<tr>
<td>Ambassadors, Administrators</td>
<td>$9</td>
<td>$9.75</td>
</tr>
<tr>
<td>Tutors</td>
<td>$9</td>
<td>$9.75</td>
</tr>
<tr>
<td>Technical, IT</td>
<td>$10</td>
<td>$11</td>
</tr>
<tr>
<td>Lab/Research Assistants</td>
<td>$11</td>
<td>$12</td>
</tr>
</tbody>
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Step 5 – Receiving Hire Date
Once the form is returned to the Student Employment Office & processed, an email “FWS Verification” will be sent to you. Students may not begin working until you have received the official start date in the e-mail from fws@fit.edu.

FWS Rules

Obtain Class Schedules – This will allow you to create a work schedule that will not conflict with their scheduled class times. Students may not work during scheduled class times.

Supervision – Federal Work-Study students must be supervised by an FWS approved permanent staff or faculty member within the department. Take home work is not permitted.
Additionally, students are not permitted to do homework while at work. Students may not work if your office is closed and no staff are present (such as holidays). Student’s hours must be tracked and they may not earn more than their work study award.

**Multiple Jobs/ College Roll Regulations** – Students may work in only one FWS position at any given time throughout the Academic Year. In addition, students may not work in a College Roll position and a Federal Work-Study position at the same time.

**No Political or Religious Work** – Students may not perform political or religious activities that serve partisan interests or sectarian groups. They may not be involved in the construction, operation or maintenance of a facility used for religious worship, or involve political activity or federal lobbying.

**No Staff Positions** – Federal Work-Study employment may not impair existing service contracts or displace staff employees.

**TIME ENTRY & AWARD ALLOTMENT**

**Web Time Entry (WTE)** – The hiring department/supervisor is responsible for training students on how to use this system. Student Payroll should be reported along with the rest of the department’s, every two weeks, in accordance with Florida Tech payroll calendar. Use the deadlines set and advertised by the Controller’s Office for submitting and approving online timesheets. The supervisor or the Web Time Entry approver (if different) should verify the student’s WTE timesheet and approve it, submitting it to Payroll for payment. It is understood that many faculty members travel regularly to conferences, etc. When this is the case, supervisors should set up an approved proxy to approve Web Time Entry timesheets and manage FWS related issues in their absence.

**Federal Regulations Relating to Timesheets and Payroll**
34 CFR 675.16 - A school must pay a student at least once a month. For tracking and auditing purposes, we require that student hours be reported in the 2 week pay period they were earned.

**University Procedure Relating to Student Employment**
10.1 Student Employment - The University deems a student’s primary role while attending Florida Tech as the pursuit of an education and, ultimately, a degree. As such, the University limits full-time students who are also employees as defined by this policy to a maximum of twenty (20) hours of work per week during the academic year defined as fall and spring semesters.

**According to the Fair Labor Standards Act of 1938**
The FLSA prohibits employers from accepting voluntary services from any paid employee.

**Hourly Labor Law**
Students are hourly workers and must be paid for their actual hours worked. Students cannot estimate hours, or be paid for hours that are less than/more than what they actually worked in the pay period. They may not volunteer hours while employed.
Tracking Hours— Students who are awarded FWS are given an “allocation amount”. This amount varies based on each individual’s Financial Aid package. The student has the opportunity to earn up to that amount but not in excess of that amount. Please be aware that if a student works the maximum amount of hours per pay period (20), their FWS allotment will be used up very quickly. It is the student and supervisor’s responsibility to keep track of the student’s remaining work-study allotment using the Hours Tracking form. This will ensure that the student does not exceed their allocation amount. When a student’s award has been used up, the student must stop working.

The program provides for payment on an hourly rate basis only. Fringe benefits such as sick days, holiday pay, vacation pay and overtime are not provided. Students are paid bi-weekly in accordance with the Florida Tech payroll schedule set by the Controller’s Office. Please note that payroll issues should be directed at the payroll office. Lost checks and incorrect hours can all be reported to payroll@fit.edu.

Resignations/Transfers— Students may resign or transfer to another department if they choose, please complete a Movement Form (on FWS website) and submit to fws@fit.edu. If a student runs out of hours and your department decides to transfer them to a college roll position, their position must be ended on a Movement Form and indicate in the comments of the EPAF that you are switching the student to college roll.

MANAGING FEDERAL WORK-STUDY EMPLOYMENT

Guidelines for Dealing with Employee/Employer Conflict
When issues arise between supervisors and student workers, it is important to proactively address problems with the goal of student development as the guide. Supervisors should take a positive approach in counseling students on performance and expectations, and students should be able to openly communicate with their employer. However, in the event that a student would like to resign or transition into another position, please complete the Federal Work-Study Movement Form

- Address minor concerns before they become major problems.
- Review work schedule, job responsibilities, duties and expectations.
- Offer the student suggestions on how he/she may improve performance.
- Depending on the circumstances the student may seek employment elsewhere

Managing Performance Issues
Partner with the Office of Human Resources from the beginning to document performance issues and minimize misunderstandings. The Employee Counseling Notice is accessible on the HR website. Suspension and termination requires prior Office of Human Resource approval.

Employment Verifications
The Human Resources Office manages any inquiries from outside sources regarding Federal Work-Study student employees. If in the event you are contacted by an outside employer,
government agency or Employment Verification Agency regarding a previous or current Federal Work-Study employee, please refer them to the Human Resources Office. If you receive via mail an Employment Verification regarding an FWS student, please forward the document to the Office of Human Resources.