

Cloud County Community College



Federal Work-Study Handbook

2019-2020

Financial Aid Office
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This handbook is compiled by the Financial Aid Office to inform students and supervisors of the rules and regulations for the Work-Study Program at Cloud County Community College.

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General Information

The Federal Work-Study program is an employment opportunity from which the student may gain a valuable and/or satisfying experience. Federal Work-Study provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

A student will normally be employed for one academic year (August through May), when the college is open and **classes are in session**. Students typically work between ten to twelve hours per week. To be eligible for a work-study position during the academic year, students must be enrolled in at least 6 credit hours. Work study students may work during a break within the term as long as the student's supervisor is able to certify the hours worked by the student.

Earliest and latest dates for work for the 2019-2020 Academic Year:

Fall Semester: August 21, 2019 through December 12, 2019

Spring Semester: January 22, 2020 through May 14, 2020

Summer I Semester: June 1, 2020 through June 25, 2018

Summer II Semester: July 6, 2019 through July 30, 2020

Federal Work-Study is not usually awarded during the summer term but if funds exist and work-study student recipients are available and have need, summer hours may be available.

To be eligible for summer work-study for the month of June, the student must be enrolled in at least 3 credit hours for the summer session and may not exceed 20 to 25 hours per week for the month of June. Hours worked during the month of June will be paid before the end of the fiscal year.

To be eligible for summer work-study for the month of July, the student must be enrolled in at least 3 credit hours for the summer session and must be enrolled in the subsequent Fall semester. The student may not exceed 20 to 25 hours for the month of July and the last day to work will be the last day of the summer session. Hours worked during the month of July will be paid in July.

The pay rate is at least the current federal minimum wage. The scheduled hours and pay will vary according to the assigned position. **The amount earned cannot exceed the total amount of the work-study award.** On a case-by-case review, if a student has need and the office assigned has additional duties, a student may work additional hours with approval of the Financial Aid Office.

The student and the supervisor are expected to cooperate in ensuring that the student does not work more than the contracted hours. Failure to stay within the contracted hours may result in a department without the assistance of a work-study student.

Students are never allowed to work during scheduled class times, even if the class is not being held (such as instructor illness, etc.) or if the class finishes early.

Statement of Non-Discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, the Education Amendments of 1972 of the Higher Education Act, and Section 504 Rehabilitation Act of 1973, the Board of Trustees of Cloud County Community College has adopted a policy that no one shall on the grounds of race, sex, color, creed, national origin, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.

Determining Financial Need

Financial need is defined by the federal government as the difference between the cost of attending a postsecondary institution and the resources available to the student to meet such costs.

The first step in determining and documenting financial need is the student's filing of the *Free Application for Federal Student Aid (FAFSA)*. The FAFSA information provides a complete summary of each student's personal and family financial situation to college financial aid administrators. An analysis of the family's financial situation according to a standardized methodology devised by the U.S. Congress produces a dollar amount (Expected Family Contribution) which the family is expected to be able to contribute toward the student's educational and education-related expenses.

Federal Work-Study cannot be awarded to students who do not file a FAFSA or who do not demonstrate financial need.

Student Eligibility Criteria

In order to work under Federal Work-Study at Cloud County Community College, students must:

- Demonstrate financial need;
- Be admitted to Cloud County Community College in a certification and/or degree-granting program;
- Be registered for the current semester at Cloud County Community College with at least half-time enrollment;
- Be U.S. citizens or eligible non-citizens;
- Maintain Satisfactory Academic Progress according to the standards and practices of Cloud County Community College;
- Not be in default on Perkins Loans or on any loans made, insured, or guaranteed under the Stafford Loan Program, the PLUS/SLS Program, or the William D. Ford Federal Direct Loan Programs;
- Not owe refunds on any federal funds previously received at any institution;
- Have a valid Social Security Number.

Some students who are eligible under these criteria may not receive Federal Work-Study awards because of limited funding.

Application Procedures

Applications are available at www.cloud.edu. Click on Students >Financial Aid >Forms & Worksheets. They are also available in the Financial Aid Office on the Concordia Campus and at Student Services on the Geary County Campus.

Students interested in work-study are encouraged to apply early as ***these funds are very limited***. Federal

Work-Study positions are not automatic from one academic year to the next. Students must complete a new application for each award year.

Once the application is received by the Financial Aid Office, the student's eligibility will be determined. If the student meets Federal Work-Study Eligibility Requirements, the student is packaged with the standard amount of \$2,320.00 in Federal Work-Study. **See *Changes in Federal Work-Study Eligibility* on page 9 for information on how a Federal Work-Study award can change.**

Geary County Campus Students: Complete the Geary County FWS Application and Job Listing and return to Student Services on the Geary County Campus. The applications are reviewed and there will be an interview process for job placement.

Concordia Campus Students: Complete the Concordia Campus FWS Application and Job Listing and return to the Financial Aid Office on the Concordia Campus. The applications will be reviewed for job placement.

Placement Procedures

Applications are reviewed by personnel in the Financial Aid Office. Placement is determined based on when the application was received, information from the application, eligibility and availability of Federal Work-Study positions.

Every effort is made to place a student in a position for which he/she is best qualified. **If a student is requested by a particular department, a reasonable effort will be made to place him/her with that particular department. The final decision regarding job assignments rests with the Financial Aid Office.**

Once a student has been placed, the student will receive a letter regarding their Federal Work-Study position placement. This letter informs the student about the position and supervisor, mandatory training, and the employment documents that must be brought to the Federal Work-Study Training session.

Training is mandatory for Cloud County Community College Federal Work-Study recipients.

After all Federal Work-Study positions have been placed, remaining applications (and any applications received after the initial placement) will be kept on file for consideration for future job openings during the current academic year.

Eligible Employers

Eligible employers for participation in the Federal Work-Study Program are all departments and divisions of the college, both academic and administrative. Students employed under the Federal Work-Study Program may work in positions classified as community service and may include tutoring, educational and recreational activities, literacy training and community improvement.

A complete list of work-study positions and job descriptions are available in the Financial Aid Office as well as on www.cloud.edu website.

Several positions including the Wellness Center, Library, Athletic Training, and the College Bookstore may require special hours.

Employment Documentation

The student will need **TWO unexpired** forms of identification when they complete the employment forms during training. The student will be able to choose one from **each** of these lists:

List A

driver's license
voter registration
military ID
state ID
school ID
selective service registration

AND

List B

social security card
birth certificate
US Citizen ID

OR a current U.S. Passport will work in place of the two forms of identification.

Additional required forms include: Federal W-4, Kansas K-4, I-9, Commitment to Confidentiality, Work-Study Contract and Oath or Affirmation of Officer or Employee.

Student Federal Work-Study Responsibilities

All work-study students are expected to:

- Complete the required forms concerning the Federal Work-Study program prior to employment;
- Attend the **mandatory** Training Session;
- Agree upon a work schedule **with their supervisor**;
- Work under the direction of the supervisor and must not interfere with the student's class schedule;
- **Never work during scheduled class times, even if the class is not being held (such as instructor illness, etc.), or if a class finishes early.**
- Report ready to work at scheduled times and show an interest in his/her work by completing work assignments to the best of his/her ability;
- Be courteous at all times; comply with reasonable dress code and behavior standards of the department/college;
- Avoid socializing on the job (this includes text messaging, instant messaging, Facebook and SnapChat or similar social network sites, personal email, and cell phone calls *other than for emergencies*);
- Contact their supervisor personally as early on the scheduled work day as possible if they are going to be absent from work;
- Clear all work schedule changes with their supervisor at least 24 hours in advance;
- Inform the Financial Aid Office of any change in name or address immediately so that employment records can be kept up to date.

Supervisor Federal Work-Study Responsibilities

All work-study supervisors are expected to:

- File and maintain a current job description of work-study responsibilities with the Financial Aid Office;
- Orient the work-study student to the nature of the work to be done so that there is no misunderstanding as to what is expected;
- Explain the expectations of the appropriate attire and behavior while at work;
- Establish good work ethics guidelines;
- Ensure that the work-study student has ample work to keep him/her occupied for the duration of each work period. The student is allowed to **study in the work place** if all tasks are completed satisfactorily;
- **Ensure students are not working during scheduled class times, even if the class is not being held (such as instructor illness, etc.) or if the class finishes early;**
- Provide training, advising, and supervision for the work-study student. If a student is not performing at the expected standard, the supervisor must make an effort to improve the student's level of service. Some students have never had the experience of being employed and may need guidance in performing adequately;
- Make arrangements for the student to have reasonable access to the work place if the supervisor is required to be away from campus during the time the student is scheduled to work. Contact Financial Aid Office staff for assistance if necessary;
- Report continuing, unresolved difficulties and inadequate service to the Financial Aid Office. If difficulties cannot be resolved, it is the supervisor's responsibility to terminate the student's employment from their department;
- Make sure all documented time has been actually worked, print the time sheet, and sign;
- To track the hours worked and payments to the student during the academic year to ensure that the student does not work more than the contracted hours.
- Complete the **Supervisor's Evaluation of Federal Work-Study Student** each semester. Completed evaluations must be submitted to the Financial Aid Office by the last day of finals for the semester of Federal Work-Study employment;

Failure to complete the evaluation at the end of the semester may jeopardize future Federal Work-Study position placements with the supervisor;

Failure to stay within the contracted hours may result in a department without the assistance of a work-study student.

Award Amounts and Limitations

It is the responsibility of the **Federal Work-Study and the Supervisor** to track all hours worked during the academic year. A student may not earn more than his/her total Federal Work-Study award. Once a student reaches the award limit, he/she must either stop working or obtain approval from the Financial Aid Office to continue working.

The actual amount students receive depends on the hours worked each week. If students do not earn their entire Federal Work-Study award, the unearned amount is forfeited at the end of the academic year.

Payroll Policies and Procedures

Electronic timesheets are used for all ON CAMPUS Federal Work-Study Students. On the last working day of each month, the supervisor will print the timesheet and sign it. The student must print their first and last name, write their CCCC ID#, and sign the timesheet. It is turned in on the last working day of the month **by 5:00 p.m.** to the Human Resources Payroll Office (Door 252, right hand side) located next to the Business Office.

If the time sheet is not signed by payday, the check is held until a signature is obtained. Late timesheets will not be paid until the 15th of the month.

Off-Campus community work-study students will complete and sign the Student Time Report and the supervisor will sign to verify hours worked.

Things to remember:

- Time sheets are to be used for time worked and signatures must be legible.
- Time sheets must accurately reflect actual hours worked; sign in and out every time you work.
- Only the *authorized* supervisor may sign the time card. If the supervisor is unavailable, contact the Financial Aid office for further instructions.

Paychecks

- Paychecks are typically issued monthly on the 5th day of each month (or the following working day after the 5th month if the 5th falls on a weekend).
- Hours worked during the month of June will be paid before the end of the fiscal year.
- Hours worked during the month of July will be paid in July.

Direct Deposit

- Paystubs can be viewed on the student's iCloud account.

Paper Checks

- **Concordia Campus:** Paychecks are available from the Human Resources Payroll Office (Room 252, right hand side.)
- **Geary County Campus:** Paychecks are available in Student Services at the Geary County Campus.

To sign up for Direct Deposit, the student must complete the Federal Work-Study - Direct Deposit - EFT Authorization form. The Direct Deposit form is available in the Financial Aid Office, the Human Resources Payroll Office and on the website www.cloud.edu.

Federal Work-Study Audits

In order to maintain compliance with federal regulations governing Federal Work-Study, the Financial Aid Office and the Human Resources Payroll Office may periodically conduct audits of payroll procedures and Federal Work-Study job duties at the department level. These audits will be unannounced or at short notice, and will include an examination of time sheets and timekeeping procedures to ensure that students are not working during scheduled class hours and that time sheets are properly filled out and approved.

Changes in Federal Work-Study Eligibility

- Sometimes, changes in a student's aid eligibility may require that the student be terminated from their Federal Work-Study position. The possible circumstances include but are not limited to the following:
 - The student has withdrawn from school for the semester.
 - The student is no longer enrolled in at least 6 credit hours.
 - The student has received an additional financial aid award which meets his/her financial need
 - The student has been academically dismissed.
 - The student is not meeting Satisfactory Academic Progress standards for financial aid eligibility.
 - The student owes a refund to a federal grant program or is in default on a federal loan.
 - The student's budget has decreased, resulting in decreased financial need which is met or exceeded by other awards and Federal Work-Study earnings to date.
 - The student's Expected Family Contribution has increased, resulting in decreased financial need which is met or exceeded by other awards and Federal Work-Study earnings to date.
 - The student has earned the entire awarded amount for Federal Work-Study.

Federal Work-Study Termination

Voluntary Termination: For a variety of reasons, the work-study student may voluntarily terminate from participation in the Federal Work-Study Program. In this instance, the student should submit a written notice to their supervisor and the Financial Aid office, using the form on page 11. Except in unusual circumstances, a two-week notice is considered appropriate.

Supervisor Termination: The work-study student may be terminated from the assigned position when the student does not perform job duties in a satisfactory manner; the student continually fails to show up for scheduled work times; the student refuses to abide by reasonable department/college attire or behavior standards. The supervisor initiates a formal dismissal by completing a Work-Study Termination Form (page 11).

Note: If this type of termination occurs, the student worker must report to the Financial Aid office for a transfer placement or removal from the Federal Work-Study Program. *A work-study student may be terminated without written warning if the student has committed a major offense such as theft, gross misconduct, or gross insubordination.*

Financial Aid Office Termination: The work-study student is terminated by the Financial Aid office when the student totally withdraws from school; the student becomes ineligible for the Federal Work-Study Program because of financial aid packaging; the student is repeatedly transferred from one department to another; or if the student falsifies the time sheet.

CLOUD COUNTY COMMUNITY COLLEGE 2019-2020

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Federal Work-Study Termination Form

Please complete upon termination of a work-study student and forward to the Financial Aid office.

Effective Date: _____

School Year: 2019-2020

Work-Study Student's Name: _____ ID#: _____

Address: _____
Street City State Zip

Phone Number: _____

Work-Study Position: _____

Work-Study Supervisor: _____

Reason for Termination: _____

Date of Termination: _____

Last Date Worked: _____

Date to Receive Last Check: _____

Additional Information Concerning Termination: _____

Student's Signature (if available)

Date

Supervisor's Signature (required)

Date

Financial Aid Office Signature

Date