



DARE TO DO MORE

Office of Student Financial Services  
Federal Work-Study Program

# SUPERVISOR RIGHTS & RESPONSIBILITIES

## 2023-2024 Academic Year

Department/Location: \_\_\_\_\_

**Please read carefully and check each box:**

- I am aware of the Federal Regulation which states that the FWS student employees are not permitted to work during the time they are scheduled to be in class. I have reviewed the student's class schedule, I will maintain a copy for my records and I have established a work schedule for the student that does not conflict with his/her current classes. I understand that it is my responsibility to request a current class schedule each time the student changes classes. I am aware that it is my responsibility to monitor the student's time as outlined on their work schedule.
- I understand that I am responsible for monitoring the FWS earnings so that the student does not work past his/her award amount stated on the FWS Student/Employer Contract. I further understand that it is my responsibility to terminate the student's employment once the student has earned the maximum earnings shown on said contract or on the "last working day", whichever comes first. I am aware that failure to do so will result in paying the students out of the departmental budget.
- I understand that the student must maintain at least six (6) credits as a matriculated student during each semester (Fall and Spring) in order to participate in the FWS program. If I have knowledge that the student has dropped below six (6) credits, it is my responsibility to stop the student from working immediately and notify the FWS Coordinator.
- I understand that if the FWS student employee is working during the Fall semester and he/she does not intend to register for at least six (6) credits for the Spring semester, he/she must stop working on the last day of finals for the Fall Semester.
- I am aware that FWS students can work during the intersession only if they are registered for at least six (6) credits in the Fall and six (6) credits in the Spring.
- Students and Supervisors must complete a FWS Student/Employer Contract and it must be processed by SFS-FWS in C-107 before students can begin working. Students working without a contract or working prior to the contract date will not be paid with FWS funds.
- I understand that Federal Work Study students are not authorized to begin working until I receive confirmation from SFS-FWS in C-107.
- I understand that the FWS student employee must be supervised at all times.
- The CUNY Records Retention and Disposition Regulations issued on May 2007, requires that records be retained for a minimum of seven years after graduation, date of last attendance, or financial accounting, whichever is longer. Therefore, I understand that I must retain student employee records (contract, timesheets, and sign in sheet) for a minimum period of seven years.
- I am aware that students may not access a CUNY Computer Resource without authorization or use it for purposes beyond the scope of authorization within or outside of CUNY. I understand CUNY Computer Resources may not be used for any purpose or in any manner that violates CUNY rules, regulations, or policies, or federal, state or local law.
- I acknowledge that earnings in excess of the FWS award will be paid from my department/agency budget.
- I hereby state that I have read the above items and I am aware of my rights & responsibilities as a FWS supervisor.**

Date	Primary Supervisor's Signature	Print/TITLE
Date	Alternate Supervisor's Signature	Print/TITLE