



DARE TO DO MORE

Federal Work-Study Supervisor's Handbook

This handbook has been designed to assist you in two ways:

1. To outline the correct procedures for obtaining Federal Work-Study (FWS) students.
2. To provide a description of your responsibilities as a supervisor to the students you employ and to the FWS program.
 - CUNY determines which students are eligible, based on financial need to participate in the program.
 - The rates of pay and the weekly hours are set by Office of Student Financial Services at LaGuardia Community College.

Student Eligibility Requirements:

- Students must have filed a FAFSA (Free Application for Federal Student Aid) by an established deadline.
- Students must demonstrate financial need. (Need is established by a uniform need analysis evaluation performed by CUNY according to Federal guidelines.)
- Students must be matriculated and enrolled for at least half-time study (minimum of 6 credits or equated credits) in Fall and Spring Session 1 to be eligible for the academic year.
 - If a student is participating for one semester then they are only eligible for the corresponding portion of their award.
- Students must be U.S. Citizens, or other eligible non-citizen classifications.
- Students must remain in good academic standing and make satisfactory academic progress.

Department Eligibility:

The fundamental requirement is that the office be affiliated with, or part of, the LaGuardia Community College community (i.e. an academic or administrative department). All participating primary and alternative supervisors must be full-time employees of LaGuardia Community College.

Requesting a FWS Student:

- Departments interested in employing FWS students must designate two full-time, CUNY employees as primary and alternative supervisors.
- Both supervisors can create or update the online Job Description for their department.
- Both supervisors must sign and submit the Supervisor's Rights and Responsibilities form each academic year, in order to participate in the FWS Program.
- Once approved by the Student Financial Services Office, the position will be posted online.
 - **Important:** College Assistants and Research Foundation employees cannot be assigned to supervise work-study students and sign FWS forms & timesheets.
 - The student's hourly rate is \$15.00 for the 2019-2020 academic year.
- The online Job Description form asks the supervisor to list the type of work students will be asked to perform, the number of students requested, and the number of hours each student will be needed per week.
- Students may work a maximum of 20 hours per week.
- Students are not allowed to work during the times they are scheduled to be in class.
- Students are not allowed to travel to any off-site location and may not be asked to do **non-work** related tasks during scheduled work hours.

Job Placement:

Students who are awarded with FWS funds will receive instructions to apply for jobs online and print their hiring packet.

Student Employer Acknowledgements Form (Contract):

- The Federal Work-Study Student Employer Acknowledgments form is the Contract that is signed both by the student and the supervisor.
- The supervisor should arrange the student's work schedule so that it is satisfactory to both the employer and student.
- Supervisor should request student's class schedule before determining a work schedule in order to make sure that student does not work during scheduled class time.
- After a work schedule is determined, the supervisor must sign the contract.
- The student must return the signed contract to SFS-C113 along with all forms included in the packet.
- A student may not begin working until both student and supervisor receives authorization from the FWS Office after all forms are processed.

Hiring:

- Supervisors will be able to view and select online the students who have applied for a job in their department.
- Supervisors should schedule an interview with students. If the supervisor finds that the student is not suited for the position, the student should continue to look for another job assignment.
- Supervisors may not administer pre-employment exams to FWS students without notifying the FWS office and getting approval from the college Legal Affairs.
- Supervisors must be aware and adhere to college's Equal Opportunity and Non-Discrimination Policy posted on college website at https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/CUNY-Policy-Equal-Opportunity-and-Non-Discrimination.pdf

Determining Availability of Total Available Student Hours:

- The formula for determining how many hours a student may work is as follows:
 - Divide the total federal work-study award by the rate of pay. This will give you the total number of hours the student can work.
 - Example: \$2,000 (work-study allotment per semester) / \$15.00 (rate of pay) = 133 (total work hours for the semester)
- If the student in the above example has been scheduled to work at 15 hours per week, the student can work 8 weeks.

SUPERVISOR RESPONSIBILITIES:

- It is the supervisor's role to ensure that the employment experience is educationally enhancing to the student.
- A student's placement does not have to correlate with their course of study as long as they are learning essential skills at their work-study placement.
- It is important for students to learn how an employee should perform in a work environment.
- Once a student has been hired, it is necessary that he or she be told all the responsibilities that the job entails.
- It may be necessary to train the student to some degree, so that he or she can perform the job to the supervisor's satisfaction.
- Students must be supervised at all times; they may not be supervised by other students. Students are not allowed to work without supervision under any conditions.
- Supervisors are not to send FWS students on personal errands.
- Supervisors have the ability to terminate a student, please notify the Student Financial Services Office if this occurs.
- Supervisors are required to retain all FWS forms on file for at least seven years after student graduates.
- Supervisors must complete a FWS Evaluation for each student after they have completed employment. Submit the completed evaluation form to SFS-Payroll office in C-113.

Work Break Requirements:

- Students are required to take a mandatory minimum 30 minute **unpaid** break after six consecutive hours of work.
- Total work hours for the day as reported on the time sheet must not include break, lunch, or supper periods.
- Students can only be paid for hours actually worked. Federal and State laws prohibits any deviation from this regulation.

Scheduled Class Hours:

- Under no circumstances should students be allowed to work during scheduled class time.
- Supervisors should determine a work schedule after reviewing student's class schedule during the initial interview and also when student starts working each semester/session.
- Supervisors should request a copy of student's class schedule to make sure student does not work during scheduled class hours.
- Students may work during holidays if the college/department is open for business.

Hours Worked Over Award

- It is the supervisor's responsibility to see that students do not exceed either the approved number of hours per week or the maximum number of hours allowed per academic year contract.
- Both the supervisor and the student should keep track of the number of hours worked and the money earned, so that the student does not exceed his or her federal work-study limit.
- If a student works over the allocated federal work study award, he/she will not be paid through the federal work study program. **Earnings in excess of the FWS award must be paid from the departmental budget according to the CUNY-Office of University Comptroller (OUC) guidelines.**
- Once students have earned their full award per semester, they must stop working. Funds are not generally available for additional hours, however you can make a request to see if funds can be increased to the FWS Coordinator. ***

*** Submission of a request to the Student Financial Services Office does not guarantee that the request will be honored.

CUNY Computer Resource Policy:

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. 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.

For detailed information on CUNY Computer Resource policy, please visit

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

PAYROLL PROCEDURES:

- Students must sign-in and sign-out each day they report to work.
- Total hours for each day must **not** include lunch break or other non-work time. Students can only be paid for hours actually worked. Federal and State laws prohibits any deviation from this regulation.
- Students must take a mandatory unpaid work break if the student works more than six consecutive hours; one-half hour is the minimum break allowed.
- Students cannot work during scheduled class hours. Supervisors should determine student's work schedule after reviewing student's class schedule during each semester/session.
- A student may work a maximum of 20 hours a week.
- Students cannot work during the break between Fall & Spring semester. However, students may work during the break in between Session 1 & 2.
- Supervisors and students are responsible for making sure that students do not work in excess of the maximum number of hours of their FWS award. **Earnings in excess of the FWS award must be paid from the departmental budget according to the CUNY-Office of University Comptroller (OUC) guidelines.**
- Timesheets are for a specific period in accordance with the Schedule of Payroll Periods. There is only one payroll period per timesheet. Please do not split pay periods.
- For each pay period there is a deadline date by which the supervisor must submit the time sheet for the student.
- Timesheets must be approved online by either the primary or alternative supervisor.
- It is important that the timesheets are completed accurately in order to avoid delays in payments.
 - If a timesheet is submitted late, it will not be processed until the next payroll period. The student will have to wait until the next scheduled check distribution to receive his or her paycheck.
- The supervisor must approve the timesheet online before the deadline.
 - Supervisors must not approve any timesheets in advance.
- Keep copies of all FWS forms for up to 7 years in accordance to CUNY Records and Retention Policy.

Pay Delays:

- If you discover that a student did not receive his or her check, please contact Yvette Bass in SFS-Payroll office in C-113.
- Federal Regulations states that student must be paid at least once a month, therefore please avoid submitting late timesheets.
- Submission of late timesheets will result in the student getting paid on the next pay date, which could take a minimum of 2 weeks.

Annual Audit & Site Visit:

- Annual FWS audit will be conducted at the end of the academic year by the SFS-Payroll office. Supervisors may be asked to provide sign-in sheets, class schedule and other FWS forms. Make sure to keep copies of all FWS documents on file for up to 7 years after student graduates.
- The FWS Coordinator/Assistant will conduct random site visits to FWS departments throughout the academic year.