

Federal Work Study Student Handbook

Purpose

The purpose of this handbook is to disseminate the policies and procedures of the Federal Work Study program to the Union County College community.

Program Description

The Federal Work Study Program (FWS) is part of the government's commitment to aid needy students in their search for education through a part time work experience that is flexible and educational while providing essential services to the College and the community.

Eligibility

You may be eligible for FWS if they follow and meet these requirements;

- Be a citizen or eligible non-citizen of the United States
- Be accepted and enrolled in at least 6 credits in a degree seeking program
- Be making satisfactory academic progress as defined by UCC
- Apply for financial aid using the FAFSA
- Exhibit unmet financial need

Job Listing

A listing of FWS positions on and off campus is available on the home page of the FWS web site, just click on the tab titled JOB LISTINGS.

Application

To apply for a FWS position you must first submit the FAFSA. When your financial aid file is complete, and if you have any unmet need after your awarded financial aid and a financial aid award posted, you should visit the FWS web site for the necessary forms and a listing of all job opportunities.

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Job Assignment

You should identify a position of interest. Contact the supervisor of that position and arrange an interview. If the supervisor agrees to hire you, (s)he will complete the supervisor portion of the FWS request form, available on the FWS page of the UCC financial aid web site. You will need to return all completed FWS paperwork to the financial aid office. You may not begin working and will not be paid until all documents are received in the financial aid office.

Working Hours

You may not work more than 20 hours per week or 8 hours per day while classes are in session. Approval for hours over UCC vacations and breaks will be determined based on availability of funds.

Wages

The FWS pay rate starts at \$8.38 per hour. Pay rates are set by the Human Resources Office and may vary by position.

Notification

You will receive an updated Financial Aid Notification indicating the amount of your FWS award. Your Federal Work Study award represents an amount you may EARN as wages during the school year this amount will not be deducted from your term bill. If you choose not to earn this award please contact the financial aid office to have the award removed from your award letter.

Job Change

If you decide to change jobs, you should first secure the second job, notify the first employer and submit a second Request form signed by the new employer to the financial aid office. You should not begin working the new job without approval from the financial aid office.

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Multiple Jobs

It is not recommended that you work more than one FWS job, however students may work a community service position in addition to a position on campus.

Time Sheets

You will be paid for time worked only. Time for breaks, vacations, holidays, sick days, and meals must be included on time sheets. A student may not “fill in” a time sheet for another student. A student will share responsibility with the supervisor for the accuracy of time reported. You must complete a time sheet indicating hours worked. Time sheets have to be signed by the supervisor and returned to the Cranford Financial Aid Office on the date indicated on the payment schedule.

Payment

Paychecks will be sent to your supervisor for pick up by you. You will be paid twice a month. Questions about your paycheck should be directed to the payroll office.

Termination

Violations of confidentiality, dishonesty (including falsifying time sheets), poor work performance, habitual tardiness, absence, withdrawal from classes, academic or social dismissal and other justifiable causes are all acceptable reasons for terminating employment.

In most cases, it is expected that your supervisor will warn you, in writing or verbally, several times prior to actual dismissal. The supervisor should provide advance notice of the date of termination and reason(s) to you in writing, with a copy to the Financial Aid Office. Should early termination occur, it is unlikely that you will be referred to and placed in another job on campus for the remainder of the academic year.

Absences

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If it is necessary to be absent from work, you should obtain permission from your supervisor as far in advance as possible. Illness and emergency absences should also be reported to your supervisor as soon as possible. Habitual absence is sufficient reason for termination of employment.

Responsibilities of a FWS student _____

You are responsible for the FWS application process.

You are responsible for accurate and timely submission of time sheets to your supervisor.

You are responsible for keeping track of your cumulative earnings so as to not exceed your FWS award maximum.

You are responsible for performing your duties in a professional manner.