



Federal Work-Study Program

Student Employee Handbook

Central Oregon Community College

2017-2018

Updated 07/11/17



INTRODUCTION

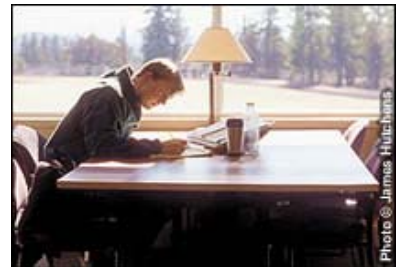
Purpose of Federal Work-Study

Federal Work-Study (FWS) Program is a federally funded, need based financial aid program which enables students to earn money for college expenses through part-time employment. This program is administered by COCC in accordance with laws, federal regulations and policies. The College does not place students in jobs, nor can we guarantee a job but, the Career Services Coordinator and the Work-Study Coordinator act as a referral center for positions. The responsibility to get hired rests solely with the student and is designed to have the student experience a 'real life' application process. However, our offices will do whatever possible to assist a student's job search.

Positions are hourly wage jobs in which you works for a department on campus according to a mutually agreed-upon schedule and is paid monthly for the hours worked. Work-study awards are not grants automatically applied towards your tuition bill, nor is the amount of the award guaranteed. An award simply allows you to participate in the program and sets a limit as to the amount of income you would like to can earn during the academic year. It is the responsibility of you to work enough hours to reach the earnings limit and to budget the money wisely throughout the year to meet necessary college expenses.

Currently, there are over 100 jobs available through the work-study program ranging from clerical to computer lab assistants. With a variety of positions available, we hope that you will find jobs which are both interesting and related to their career goals while they:

- Expand communication skills
- Develop organizational skills
- Learn time management skills
- Gain experience for a resume
- Gain professional references
- Begin a networking group
- Develop employability skills



COCC has a limited amount of funding for the work-study program. Awards are made to eligible students that have completed all requirements before federal funding has been exhausted.

STUDENT ELIGIBILITY

Enrollment Status

Participation in the program is offered to eligible students as part of their financial aid award. You must be enrolled in credits in the current term to be eligible. If you graduate, become dually admitted, withdraw/drop, or audit all of your classes during the term, you will not be eligible to continue earning monies from your work-study award. You must stop working if your enrollment status changes. Since financial aid awards are reviewed and revised at anytime, eligibility and earnings limits may change through out the year. If this occurs, an email will be sent to you and your FWS supervisor. Changes of the awards may be confirm through your Bobcat Web Account.

Satisfactory Academic Progress (SAP) & Maximum Credits

You must maintain satisfactory academic progress to continue eligibility for any Federal financial aid including the FWS Program. In the event aid is suspended due to SAP or maximum credits, you will immediately become ineligible to continue earning work-study monies. If the suspension is lifted, through a Financial Aid Appeal process, you may then continue to earn monies. Please visit the COCC Financial Aid Office web site: www.cocc.edu/financial-aid/policies.

Changes In Awards

On occasion, an award for work-study may change. Typically this may occur when you become eligible for additional resources (grants, scholarships, tuition waivers), cost of attendance updates, SAP issues, maximum credit limitations, or enrollment updates. If this occurs, you and your FWS supervisor will be notified via email.

EMPLOYMENT OPPORTUNITIES

Training and Paperwork

All Payroll and HR paperwork is now completed electronically through PeopleAdmin OnBoard Module TalentE. Once hired, you will receive email notifications from Onboard/TalentEd of all necessary paperwork and orientation/training required. Be aware that these emails will be sent to the address that you provided on the application which may not be your COCC email account. This email will include specific instructions on how to create their login and other general information on what to expect next. Each requested form will result in a separate task that you will receive as part of the “Welcome Checklist”. It is very important to complete the “Welcome Checklist” within **three** days of your first day of work to keep COCC in compliance of state and federal regulations. The “Welcome Checklist” consists of:

- 0-Welcome - How to complete tasks in Onboard*
- 1-Answer COCC employment Status Question*
- 2-Complete I-9*
- 2-Provide I-9 supporting documents to HR*
- 2-W-4*
- 2-Complete Employee Information & Payroll Form*

After the “Welcome Checklist” is completed and approved by HR, you will receive an second email announcing the “Orientation Checklist” along with specific instructions. This “Orientation Checklist” will consist of but might not limited to:

- 2-FOLLOW-UP: Has I-9 been processed?*
- 3-Access your Bobcat Account & Learn about WebTime Entry*
- 3-Review Work Study Handbook and take quiz*
- 3-Learn about payroll resources*
- 5-Review Safety, Security, and Job Injury Information*
- 5-Complete Safe Colleges Trainings*
- 6-Acknowledge Consensual Relationship Policy*
- 6-Acknowledge Information Confidentiality Statement*
- 6-Acknowledge FERPA Policy & Procedure*

- 6-Acknowledge Drug Free Campus Policies
- 6-Acknowledge Business Procedures & Policies
- 6-Acknowledge Complaints & Concerns Procedure
- 6-Acknowledge Technology Services-Acceptable Use Policy
- 6-Acknowledge Handbook and take quiz
- 7-Review COCC Strategic Plan (mission/vision/values)
- 7-Learn about Email System-Access & FAQ
- 7-Learn about Phone, Voice Mail & Emergency Notification System

Attendance, Punctuality or Changing of Jobs

In the event that you find yourself late or absent for a scheduled shift, it is best practice to contact your FWS supervisor at least 15 minutes prior to their shift. If emergency situation arises, contact your FWS supervisor at an appropriate time. Those who do not communicate with their FWS supervisor prior to being absent, or who are habitually late, may be subject to a written warning that will be placed in your personnel file.

In the event that you find it necessary to change jobs or stop working, contact your FWS supervisor. A courteous 2 week notice is customary prior to leaving but situations may call for a short timeframe. It is the best practice to communicate with your FWS supervisor any leaves, absences or requests for time off. Communication is the key!

Working More Than One Job

You may work more than one job at COCC through the work-study program. The total earnings between the two positions cannot exceed your total awarded amount. A FWS Referral Contract will need to be signed and submitted for each position.

Example: Jane is able to work one job at 10 hours a week. She may work two positions of 5 hours each.

Class Schedule vs Work Schedule Conflict

Working during scheduled class times is not permitted. If a class is cancelled or classes are let out early, you may be allowed to work depending upon approval of the FWS supervisor. FWS supervisors will be required to collect documentation. This documentation may be a note or email from the instructor explaining the situation.

Students are strictly prohibited from studying while they are working!

Working During Holidays and Breaks

Student workers are allowed to work during general hours of operation. No work is permitted during times or days that the campus is closed such as holidays and school closure days. Fringe benefits such as paid sick leave, vacation pay or holiday pay are not permitted under the work-study program. It is permitted to work between terms as long as you are enrolled in each term before and after the break.



Making Up Hours Not Worked

If you missed hours during the week, it is permitted to make up hours missed, as long as you and your FWS supervisor agrees upon an arrangement. Keep in mind not exceed the 15 hours per week limit. Any portion of the your award that remains unearned at the end of the academic year will be forfeited, as it cannot be transferred to any other aid year.

PAYROLL POLICIES & PROCEDURES

Pay Periods and Timesheets

In order to ensure that a paycheck is receive on time, you should submit your electronic timesheet(s) to your FWS supervisor on the last day of the month or last day worked. Electronic timesheets should be visible 72 hours after the FWS Referral Contract is signed and sent to the FWS Coordinator. If the timesheet is not visible, it is best to contact your FWS supervisor. Timesheets can only be approved by your FWS supervisor as they will ensure that the correct hours are submitted. The FWS supervisors will inspect, approve and submit the timesheets to the Payroll Department electronically for processing by the timesheet deadline. For payroll deadlines visit: <http://www.cocc.edu/fiscal-services/payroll-deadlines/>.

Paychecks, Pay Advances & Overtime

The Payroll Department will run the payroll process and issue paychecks the 15th of each month at Boyle Education Center - Cashiering Office. You may be required to present photo identification to receive your check or make prior arrangements with Cashiering Office if the paycheck will be picked up by someone other than you. The Cashiering Office will hold paycheck for 7 days, after which time they will be mail to the address of file. If you are interested in direct deposit, contact the Payroll Department. **It is extremely important to acknowledge the shared responsibility between you and your FWS supervisor to monitor earnings.** COCC will not issue any pay advances. No hours should be reported before the work is performed. Overtime is prohibited for all student workers. The FWS Program is designed to be a part-time employment and hours should not exceed 20 hours per week.

Pay Rates

Pay rates are based primarily on the level of position that is acquired. All entry level positions will be paid minimum wage as determined by Bureau of Labor and Industries. A student that elects to return a second year (after 3 terms) to the same department, may be hired based upon level two wages. If for a third year (after 6 terms) the student returns to the same department, they may be hired based upon level three wages. Level pay increases are not automatic. They will be subject to FWS supervisor approval and considered if a performance evaluation is completed and satisfactory.

- Level 1 = \$10.25
- Level 2 = \$10.75
- Level 3 = \$11.25

Fringe Benefits

Fringe benefits such as paid sick leave, vacation pay or holiday pay is prohibited under the FWS Program. Student workers are employed under “an hour’s pay for an hour’s work” arrangement. Positions are designed not to displace, replace any employee or volunteer hours.

Federal and State Taxes

Work-study earnings are taxable by both state and federal governments. Deductions will be taken from the earnings according to state and federal guidelines. The deductions and total earnings will be reported on the W-2s that the Payroll Department mails at the end of January for the prior calendar year.

Rest and Meal Periods

Workers who work a specific amount of time are entitled to a break and/or lunch. If you have questions regarding breaks or lunch times, it is encouraged to contact your FWS supervisor or visit the BOLI Meal and Rest Period Rules web site (www.oregon.gov/boli).

Hours worked	Allotted break or lunch
2hrs or less	none
2 - 5hrs 59 minutes	15 minute paid break
6 hrs	1 x 15 minute paid break & 1 x 30 minute unpaid lunch
6hr 1 minute—10hrs	2 x 15 minute paid breaks & 1 x 30 minute unpaid lunch

Gross Pay Tracking Sheet

This form will assist you in monitoring allotted work-study pay on a monthly basis so you do not exceed your work-study award amount. Please see next page for the Gross Pay Tracking Sheet.

Change of Address

It is your responsibility to maintain a current, accurate mailing address with COCC. Notify any staff member in Enrollment Services or go online through their Bobcat Web Account to update 'Personal Information'. Changing the address either way automatically updates all departments within the school. It is important to have a current address on file.

Work Schedules

FWS Supervisors will be flexible in arranging work schedules around course schedules, **HOWEVER** it is your responsibility to clearly communicate with the FWS supervisor to determine a mutually accepted work schedule. It is the general understanding that work schedules may change due to class schedules and supervisor needs. Under no circumstances may you work during regular scheduled class times unless the daily class has been cancelled. If a class is cancelled and the FWS supervisor agrees to have you work, you must present documentation regarding this cancelled class. It is allowed to work between terms (during breaks) only if you are enrolled in the following term. Notify the FWS supervisor as far in advance as possible if time off is needed. The last day of employment for the academic year coincides with the last day of spring term classes.

Gross Pay Tracking Sheet – Federal Work-Study Program

My wage per hour \$_____.

Pay Period	Hours Worked	Gross Pay (before taxes)	Award Balance
			\$
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
Total		\$	\$

Gross Pay equals hours worked multiplied by wage per hour

Example - 8 hours * \$9.25 = \$74.00

JOB PERFORMANCE

Evaluations

A written evaluation is an important element of growing as a worker and individual. An evaluation will be conducted by the FWS supervisor after 90 days of employment (1 term) to review the student's performance. Points of discussion may include: dependability, completion of job expectations, attitude, initiative/leadership, quality of work and other areas. Students will review the written evaluation and be given the opportunity to give feedback. The FWS Job Evaluation form should be completed, reviewed and signed by both student and supervisor. A copy of this evaluation is given to the student and sent to the FWS Coordinator.

TERMINATION PROCEDURES

Supervisor Initiated

If the FWS supervisor determines that your performance/behavior is unsatisfactory, the FWS supervisor will need to address the issue with you. A discussion of the negative or unacceptable performance will be required. The FWS supervisor will need to offer solutions or tools to assist you in correcting the negative or unacceptable performance. This discussion will be considered a first warning. In the event that your performance does not improve and continues to be unacceptable, you may be terminated from the position.

Variety of reasons a student may be involuntarily dismissed:

- Excessive tardiness, absenteeism without notification.
- Failure to meet job requirements.
- Excessive use of personal calls/texting.
- Excessive visiting with friend during working hours.

Grounds for immediate termination:

- Fraudulently misrepresenting hours on timesheets.
- Theft or attempted theft of property from the College, visitors, patrons or employees.
- Reporting to work under the influence of intoxicants.
- Disclosure of confidential information.
- Violation of any College regulation.
- Destruction, theft or neglect of College property.
- Physical violence, threatening behavior, obscene language when dealing with student, staff members and public.
- Student found to be studying or doing homework while working.

Student Initiated

Although you may terminate their work-study position at any time, you will be required to notify your supervisor. It is a common practice for a 2 week notice; however, it is acceptable for a FWS supervisor and you to agree upon a shorter period of time.

You must stop working when the earnings limit is reached, drop/audit all classes during the term or their financial aid has been suspended for the term. Email notifications will be sent to both you and your supervisor when a student approaches 75% of the student's earning limit.

FWS Coordinator Initiated

The FWS Coordinator has the right to terminate any student's employment for, but not limited to:

- Award has been earned or exceeded.
- Satisfactory Academic Standards not being met.
- Maximum credits exceeded.
- Outstanding financial aid documentation.
- No enrollment in credit classes for the current term.
- By request of student or supervisor.
- Job performance is not satisfactory.
- Misconduct or insubordination.

STUDENT RESPONSIBILITIES

COCC exists for the open interchange of knowledge and philosophies, the development of capacity for critical judgment and the creation of an atmosphere conducive to the independent search for truth and to the gaining of practical experience in our community. Free inquiry and free expression are indispensable to the attainment of these goals. The institution has a responsibility to develop policies which encourage the broadest participation of the college community. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. You should exercise their freedom with responsibility. The purpose of this handbook is to enumerate the essential provisions for students' freedom and for students to understand how they participate responsibly in the college community.

Confidentiality Agreement

As part of the payroll paperwork that is completed with HR, students will be required to read and sign the *COCC Information Confidentiality Agreement*. Student workers may come in contact with confidential information during the performance of their duties. This information cannot be discussed or be made available to anyone without the proper approval of the supervisor. If a student shares confidential information with any unauthorized person, they will be dismissed from the job immediately. This topic will be covered thoroughly in a future task.

Family Educational Rights and Privacy Act (FERPA)

Student workers cannot release the following information ("release" includes posting this information in a public site - albeit in print or electronically, leave homework outside of office doors for pick up, in class or other contexts): Social Security Number, date of birth, gender, GPA, grades, cumulative credit hours, current term credits, current or previous term class schedule, copies of transcripts from other institutions, academic standing or eligibility to return to COCC, whether or not student has applied for graduation, accounts receivable balance, financial records of students or parents, student employment records, medical or mental health records, or campus network, email, Student Online Services or other campus issued ID's or passwords. All of these items are protected under the FERPA policy. Please review the FERPA policy with your supervisor or online: www.cocc.edu/general-policy-manual/academic/ferpa,-confidentiality,-privacy,-non-disclosure/

Standards and Expectations

A work-study position is the same as a "regular" job. As a student worker, you are an employee of COCC and must adhere to the same professional standards of all COCC employees.

Dress Code

You should discuss with your supervisors the appropriate attire for the working environment and the dress code standards they are expected to follow. You must comply with standards of dress established for safety or health reasons. Always maintain a clean, well-groomed appearance. There are established general guidelines that employees should follow:



- Shoes must be worn at all times unless otherwise specified by the supervisor.
- No bathing suits, tube tops or halter tops.
- Shirts must be worn at all times.
- Shorts are allowed with approval of the supervisor but should be the appropriate length.

Student Worker ID Badges

All employees are required to wear their employee badges while working or visiting other departments around campus. If you have not been issued one, please contact your FWS supervisor.

Attitude

Student workers must try to establish a good working relationship with their supervisors and other department members. Any task that is assigned to you should be done correctly and completely to the best of their ability. Employee attitude plays a major role in any successful job performance. Be alert and enthusiastic about job assignments. Remember that FWS jobs are an important part of the total college operations. Be courteous and pleasant at all times while following College policy and procedures.

Personal Phone Calls and Visitors

Personal phone calls and visits to the workplace are prohibited unless it is an emergency. Always communicate with the FWS supervisor if an emergency phone call is expected.

Student Personnel Files

Student personnel files will be maintained by the FWS supervisor. These files are confidential and will not be viewed by anyone other than the individual student, supervisor, FWS Coordinator or HR. COCC policy states that FWS supervisors approached by outside agencies or employers for reference checks may give only the title, wage rate and dates of employment. Additional information may be given only if you have authorized COCC to do so by signing a release of information.

Equipment and Supplies

Equipment and supplies are to be used only for official College business. Use equipment only after receiving instructions and always keep safety in mind. Do not misuse supplies. Any misuse of equipment or supplies will result in disciplinary action or possible termination. This topic will be covered thoroughly in an orientation task.

Injuries on the Job

It is the responsibility of the student to report any injuries directly to the supervisor. If medical attention is required, the supervisor will arrange reporting to Risk Management and provide necessary incident reporting forms. This topic will be covered thoroughly in an orientation task.

Homework

Students are **NOT** allowed to study or do homework while on the job. Federal guidelines state “an hour’s work for an hour’s pay.” The job is considered a learning experience and students are learning how to handle a work environment while completing job responsibilities. Doing homework while on the job is cause for immediate termination from the FWS program.

Mandatory Reporting

COCC is committed to protecting the safety and well-being of children and students under the age of 18 who are on College premises, and/or who participate in College-related programs and activities, both on and off campus. This topic will be cover thoroughly in a future task.

Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits COCC from accepting voluntary services from any paid employees including student workers. Student workers may not volunteer hours at their position.

Who do I Contact:

- ⇒ FWS Coordinator Deborah Lehto
 Boyle Education Center
 Phone: 541-383-7263
 Email: dlehto@cocc.edu

- ⇒ Payroll Office: Newberry Hall
 Phone: 541-383-7221
 Email: shuckins@cocc.edu

- ⇒ Human Resources: Newberry Hall
 Phone: 541-383-7216
 Email: hr@cocc.edu

- ⇒ Campus Services: Campus Services Building
 Phone: 541-383-7775

- ⇒ Campus Public Safety Boyle Education Center 161
 Phone: 541-383-7272 Bend
 Email: publicsafety@cocc.edu