



Work-Study Supervisor Handbook for the Federal Work-Study Program

Central Oregon Community College
2017-2018

Updated 06/13/17



FEDERAL WORK-STUDY OVERVIEW

The purpose of the Federal Work-study (FWS) Program is to provide meaningful part-time employment to students who need the earnings to meet their educational expenses. Work-study positions are hourly-wage jobs in which a student 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 one's tuition bill, nor is the amount of the award guaranteed. An award simply allows a student to participate in the program and sets a limit as to the amount of income a student can earn during the academic year.

In addition to providing opportunities for students to earn a portion of their educational costs, the program is designed to provide experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program.

The FWS Program is intended to help students offset the cost of their educational program, **not** to replace or perform services which would otherwise be performed by regular employees in the work place, therefore depriving regular employees of employment (FSA Handbook Volume 6 page 42). It is the intent of the program to prepare student for the work force and instill in them appropriate behavior and expectations.

In summary, the COCC FWS Program seeks to provide student workers with:

- Opportunities for career development.
- Educational experiences.
- Opportunities to demonstrate social responsibility.
- An environment to serve others.
- Opportunities for personal growth.
- “Self help”; financial aid with less long-term debt.



FEDERAL WORK-STUDY COORDINATION

Any questions about the FWS Program and administration of policies or procedures should be directed to Deborah Lehto in the Financial Aid Office located in the Boyle Education Center. Students may receive assistance with the application process or payroll paperwork from Human Resources located in Newberry Hall. Tracy Dula in the CAP Center will be available to students for resume and cover letter questions. See page 15 for individual contact information. It is each departments responsibility to update, open, and close their job descriptions through PeopleAdmin Recruit. Remember that these policies and procedures are set in place to maintain compliance with several entities:

- Department of Education
- COCC policies and procedures
- State of Oregon
- Federal regulations

STUDENT ELIGIBILITY

FWS is awarded to eligible students as part of a financial aid award. These awards are based on financial need, cost of attendance, other resources, and expected family contribution. Since financial aid awards are reviewed and revised frequently, student eligibility and earning limits may change at any time. Although funding is granted through the Department of Education, funding is limited and not every eligible student will receive an award.

For students to remain eligible for the work-study program, they need to remain enrolled in classes for the term. If a student drops or audits all classes during the term, they are not eligible to continue working for the rest of the term. It is the student's responsibility to communicate with their supervisor if they dropped all classes during the term. It is acceptable to request a class schedule from the student each term to help determine eligibility and working schedule. Once the coordinator discovers the student is not enrolled, an termination email will be sent to the supervisor and the student.

Students must be meeting Satisfactory Academic Progress (SAP) for financial aid to continue working. Each term the Financial Aid Office will determine if the student is meeting SAP standards. If the student is not meeting standards, the coordinator will notify the supervisor and student via email. FWS Supervisors need to be aware that grade changes can revise a student's eligibility as can the appeals process. If FWS supervisors receive a notification of suspension of FWS eligibility, have the student contact the Financial Aid Office or the FWS Coordinator about their options.

Every student who is offered a work-study award is given maximum earnings limit, before taxes, for the academic year. This will be indicated on the student's financial aid award summary through their Bobcat Web Account. Students must accept their awards to be eligible to use them. The amount accepted will be evenly distributed among the number of terms the student will be attending. For example: Jane has been awarded \$4200 for the 2017-2018 year. She will be attending fall, winter and spring terms. Therefore, her awards will be: \$1400 fall, \$1400 winter, and \$1400 spring. Should she attend for all four terms, her award would be \$1050 per term.

GENERAL INFORMATION

Student Personnel File

It is suggested that FWS supervisors must maintain a personnel file for all student workers. This file may contain employment material related to the individual and will be retained by the department for 3 years. After this period of time, send personnel file to HR. This file should include, but is not limited to:

- Employment application
- Job description
- *FWS Referral Contract*
- Termination Forms
- Evaluation(s), written warnings and agreements
- Confidentiality agreements, online training certificates
- Notes or emails involving time off, timesheets, disciplinary actions, ect.

Working More Than One Job

Student workers may work in more than one department at COCC through the FWS Program. The total hours between the two positions cannot exceed the weekly standard of 15 hours per week.

Example: Jane is able to work one job at 8 hours a week. She may work two positions of 4 hours each.

Students with two positions will need to have a *Work-study Referral Contract* form completed for each position. FWS supervisors will need to communicate closely with each other about hours worked so the student does not exceed their awarded amount.

Working During Holidays and School Breaks

No work is permitted during official times that the campus is closed such as holidays and school closure days. Students are allowed to work in between terms as long as the student is enrolled in each term before and after the break and that they have sufficient funds to cover earnings.

Studying During Working Hours

Federal regulations state that the FWS supervisor must sign the student's timesheet verifying that the student worker has worked/earned the amount being paid and that the work was performed in a satisfactory manner. For this reason, student workers will not be allowed to study during working hours. FWS supervisors need to develop a sufficient work load to keep student workers busy for their shift.

Confidentiality Agreement

As part of the payroll paperwork that is completed with HR, the student workers will be required to read and sign the *COCC Information Confidentiality Agreement*. Student workers may come in contact with confidential information in the performance of their duties. This information cannot be discussed or be made available to anyone without the proper approval of the FWS supervisor. If a student worker shares confidential information with any unauthorized person, they may be dismissed from the job immediately and criminal or civil penalties may be imposed. It is a good practice to review the importance of confidentiality with your student workers.

Safety and Security

It is preferred that keys, prox cards or FOBS not be given to student workers. In special cases where students need them, please limit their access to specific times and days. Please contact Campus Services in regards to setting up limited access. A Campus Services Help Desk ticket will be required to set up and terminate the access.

COCC policy states that "staff/faculty employees or employees working for any entity housed on one of COCC Campus sites are required to carry a College ID card and be able to produce it upon request." With this in mind, student workers will be required to wear ID cards during their shifts. Departments may request ID cards from the Information Booth in Boyle Education Center.

Information Access

It is the FWS supervisors' responsibility to submit a ticket to the Banner Helpdesk to obtain Banner access for student workers. Although access is suspended at the end of the term, FWS supervisors must submit a ticket **immediately** should the student's contract be terminated in order to close Banner access. FWS supervisors must also request access to copiers for student workers.

OTHER IMPORTANT COCC POLICIES TO KNOW

As a FWS supervisor, it is best to review and be familiar with COCC policies, such as the ones listed below, to help answer questions that your student worker may have. All general policies and procedures may be researched at: www.cocc.edu/general-procedures-manual/

Job Injuries

If a student worker is injured on the job, contact the Risk Manager (www.cocc.edu/risk-management/) or Safety Supervisor (www.cocc.edu/public-safety/) within 24 hours to complete a report of an on the job injury.

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. Please review this policy with your student worker. The policy is online at: www.cocc.edu/general-policy-manual/human-resources/mandatory-reporting--child-protection-policy/

YEARLY ALLOCATION REQUESTS

Each fiscal year (July 1-June 30) the Federal Department of Education allocates a given amount of money to colleges for the FWS Program. In order for a department to take advantage of FWS funds, each department should meet and discuss the number of work-study positions they would like to have. One person will then be designated as the department contact person. This person will submit one allocation request form for the department along with ALL job descriptions.

When Does This Happen?

March 2018

- ⇒ An email notification will be sent to Commlines and to prior year supervisors requesting allocations and job description(s).

April 2018

- ⇒ Allocation requests and job description(s) are due by the end of the month.

May 2018

- ⇒ Allocation committee meets and departments are awarded allocation.
- ⇒ Departments are notified and job descriptions are reviewed and updated.
- ⇒ FWS supervisor trainings along with PeopleAdmin Recruit/Onboard workshops.
- ⇒ Prior year positions removed from web in preparation for the new year.
- ⇒ Summer term job descriptions are finalized and due



June 2018

- ⇒ Summer term positions may go live 2 weeks before the terms begins.
- ⇒ Financial Aid will notify all students that have accepted FWS that jobs are available.

July 2018

- ⇒ The first day that any summer term work-study may begin working.

September 2018

- ⇒ Fall term job descriptions are finalized and due.
- ⇒ Fall term positions may go live 2 weeks before the terms begins.
- ⇒ Financial aid will notify all students that have accepted FWS that jobs are available.

Department Allocations

Departments that have been awarded allocations must monitor their own spending along with each student worker earnings to ensure that both do not exceed allotted/awarded amounts. Departments that exceed their yearly allocation will be asked to cover any overages with department irregular wages and the student contract will be terminated.

Job Descriptions

An approved job description must be on file for each position. It is important to offer a current and updated job descriptions for the students. As per FWS regulations the job descriptions must include the following information:

- Name, classification, and level (1, 2 or 3) of the positions.
- Name and address of the student' employer.
- Location, department, or office in which the student will perform their duties.
- Name of the FWS supervisor.
- Purpose/role of the position within the organization.
- Duties and responsibilities associated with the position and how they relate to the purpose/role.
- Rates of pay for the position.
- General qualification for the position and the specific qualifications for the various levels/rates of pay associated with the position.

All job descriptions must be reviewed for adherence to pertinent federal regulations. The WS Coordinator may suggest corrections before posting. FWS supervisors may update job descriptions at any time but will be required to update each year. Notify the FWS Coordinator if job descriptions are updated during the year.

FWS supervisors may use additional means of advertising their approved positions through the school paper bulletin boards or posters at their discretion. The department is solely responsible for any optional advertisement.

APPLICATION AND HIRING PROCEDURES

Receiving and Reviewing Applicants

Students awarded FWS funds are instructed to conduct a job search for available positions online through the Employment Opportunities web site for COCC, (jobs.cocc.edu). Once a student finds a position of interest, they will follow the instructions for applying. Be aware that students are encouraged to apply to any and all positions that interest them.

Besides the job application, students will be required to upload documentation showing their FWS award. Students have access to this information through their Bobcat Web Account. If the supervisor has any questions or concerns about the students eligibility, contact the FWS Coordinator. Resumes, cover letters, and letters of recommendation are optional. FWS supervisors will review online applications through PeopleAdmin Recruit.

Lack of communication can be stressful and confusing for applicants. Please communicate with your applicants when they are not selected by transitioning their application through the PeopleAdmin Recruit workflow. Some workflow stages are tied to automatic emails. So, as you transition the application through the



workflow process, an appropriate email is sent. Questions concerning PeopleAdmin Recruit and student applications may be resolved by contacting HR.

The Interview Process

Interviews are a significant part of a hiring decision and the FWS mission of assisting students with employability skills. The interview should be used to determine if the applicant's skills, abilities, and interests are a good match for the position. It is a great opportunity for the FWS supervisor to gain information not supplied in the resume or application.



Interview questions should be open-ended and provide the applicants an opportunity to discuss their skills. All interview questions must relate to the job description and cannot include questions about age, gender, religious affiliation, ethnicity, sexual orientation and marital status. Individual FWS supervisors determine the manner in which they make their employment decisions. It is suggested that you take the time to really determine a student's compatibility with the position before hiring in order to alleviate possible future problems. Any concerns regarding the types of interview questions to ask, contact the HR. It might be suggested to review the General Policy Manual: www.cocc.edu/general-policy-manual/human-resources/equal-employment-opportunity/affirmative-action/non-discrimination-policies/

Hiring the Student and Background Checks

Once the FWS supervisor has made a decision as to which applicant to hire, a contingent job offer can be made to the student. Following the student's acceptance of this contingent offer, a background check will be conducted through HR. This background check is triggered by creating a hiring proposal through PeopleAdmin Recruit workflow. A satisfactory background check report has been received and approved with HR, the supervisor will be notified via email and the student may begin working.

COCC policy requires criminal records checks on all newly hired full-time and part-time employees. Since student workers are considered part-time employees, background checks will be conducted in compliance with applicable state and federal guidelines.

Criminal background reports with adverse information will be reviewed and evaluated by a committee consisting of the Director of Human Resources, the Risk Manager and the Safety and Security Supervisor. If an applicant is determined to be ineligible based on guidelines outlined at <http://www.cocc.edu/general-procedures-manual/human-resources/>, the college will provide notice of the disqualifying information and a copy of the report to the applicant and will give the applicant five business days to dispute the information contained in the report before a final decision is made. This is COCC policy that all jobseekers, including all student workers, are eligible to apply for all positions regardless of any background information. It is the responsibility of HR to determine if any information disqualifies the student from working with specific departments or COCC.

Please encourage students awarded funding to apply for FWS positions without concern of past convictions, poor employment history, or other perceived barriers. HR will make the final determination regarding employment eligibility.

For more information regarding COCC's Criminal Background Check Procedure visit: www.cocc.edu/general-procedures-manual/human-resources/criminal-background-check-procedure/. For more information regarding COCC's Criminal Background Check Policy visit: www.cocc.edu/general-policy-manual/human-resources/criminal-background-check-policy/.

Hiring Paperwork Process

All Payroll and HR paperwork is now completed electronically through PeopleAdmin OnBoard Module TalentE. Once the student worker's application is transitioned by HR to "Hire Approved" through PeopleAdmin Recruit, the student worker will begin to receive email notifications from Onboard/TalentEd. Be aware that these emails will be sent to the address that the student worker provided on their application which may not be their COCC email account. This email will include specific instructions on how to create their login and other general information on what to expect next.

The forms requested from each student worker is the same as the paper version. The only difference is that forms are now electronic. Each requested form will result in a separate task that the student worker will receive as part of their "Welcome Checklist". It is very important that student workers complete the "Welcome Checklist" within **three** days of their first day of work to keep COCC in compliance of state and federal regulations. If you or your student worker have any questions regarding the required paperwork, contact HR. The student worker "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 this "Welcome Checklist" is completed and approved by HR, the student worker will receive an email announcing the "Orientation Checklist" along with any specific instructions. This "Orientation Checklist" should be complete within 30 days of their first day of work. Some departments have the ability to add more orientation tasks that may be specific to their department. If your department is interested in adding a specific department task, contact HR. This "Orientation Checklist" may consist of:

- 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
- 1-Schedule time for new hire to complete tasks!!!

For those student workers that will be returning to your department, Onboard will ask them what their current employment status is (already working; worked previously). If they respond “yes” to indicate current or rehire status, they are instructed to stop with the process and wait for HR to adjust their task list based on their status. HR is automatically notified of “yes” answers to make adjustments and will customize the student worker’s tasks based on the scenario to eliminate unrequired tasks. However, they will probably still be assigned the majority of the orientation because it is important information they may have not received in prior years. Please note: Depending on the length of the student workers break in service, they may need to resubmit their I-9 or other information. HR will customize the student workers Onboard tasks according to their specific situation and communicate background check requirements/status to FWS supervisors.

The Fair Labor Standards Act of 1938, as amended, and the Federal Work-Study regulation prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student workers employed under FWS must be paid for all hours worked.

SUPERVISION

A FWS supervisor has been entrusted with federal dollars for the student upon hiring. The student worker should be treated like any other hourly employee. In order to be given this privilege of using the FWS Program, the responsibilities of the FWS supervisor and the student should be clearly understood and enforced.

FWS supervisors are expected to serve as role models for student workers and through this role modeling the FWS Program has certain expectations of student FWS supervisors. These include:

- Sign all hiring forms, approve timesheets accurately and submit all necessary paperwork by required deadlines.
- Be present on a regular basis to review the performance of the student worker.
- Provide an environment where student workers will learn transferable life skills and leadership qualities.
- Provide accurate job descriptions and clear job expectations for student workers.
- Provide positive reinforcement to student workers.
- Provide training and orientation of all student workers on first day of work.
- Arrange for adequate work loads for student workers.



Student employment should mean more than a paycheck for your student workers. It should be used as an opportunity to learn valuable job experience and skills. Here are a few suggestions to help your student workers get the most out of their experience.

Establish a Work Schedule

Upon hiring the student worker, it is best to establish a clearly defined work schedule that is compatible with the time requirement of both the student worker and the department. Student workers are not allowed to work, under any circumstances, during class time.(FSA Handbook Volume 6 page 43) It is acceptable for a student worker to work if a class is cancelled but the student worker will need to present documentation that the class was officially cancelled and the supervisor will need to keep this documentation in the student's file. The FWS Coordinator will be auditing timesheets and class schedules monthly. If your department is selected and a student worker is found to have worked during class, the FWS supervisor will be required to provide documentation. If no documentation can be provided, then the department will be charged.

A student's FWS award will usually allow the student to work from 10 to 15 hours per week. The FWS supervisor is required to monitor the student's earnings to ensure that they do not earn more per quarter than the award will pay. FWS Coordinator will attempt to notify you when a student has \$500 of the earnings limit left. However, due to the large number of students in the program and other responsibilities, the Coordinator cannot be solely responsible. FWS supervisors are required to monitor student earnings and their continued eligibility. Departments will be charged for the amount of earnings exceeding the student's award amount. Students may work as many hours as the FWS supervisor allows but should not exceed 15 hours a week.

Student workers generally work from the Monday of the first week of classes through the last day of finals week. FWS supervisors must be aware of the student's hours and not exceed the allotted contractual hours. During times classes are not in session, students may work beyond the recommended 15 hours but not to exceed 20 hours per week. Should this be the case, keep in mind that students will reach their earnings limit sooner. Any hours over 20 per week will not be approved and the department will be charged.

Once the student reaches their earnings limit, the student can no longer work using work-study funding for the remainder of the academic year. Any continued employment will be paid through department temporary wages.

Orientation

The FWS supervisor is responsible for conducting a student orientation, including but not limited to:

- ⇒ Brief one-on-one overview of the office structure and office rules and regulations.
- ⇒ What procedures to follow if his/her work schedule needs to be changed.
- ⇒ The student workers job and responsibilities, i.e.
- ⇒ Frequently used phone numbers.
- ⇒ Areas of responsibility in office.
- ⇒ Procedures for filing forms, etc.
- ⇒ Grounds for any disciplinary action.
- ⇒ Who to call if sick or time-off is needed.
- ⇒ Completing required HR and Payroll forms.
- ⇒ FERPA do's and don'ts.
- ⇒ What is the FWS supervisor expectations.



Evaluate Job Performance

It is important that everyone receives feedback on their performance. Not only is the FWS Program an opportunity to explore interests and careers but also to develop skills. This is an opportunity for the student worker to grow professionally and personally. A written performance evaluation using the FWS Job Evaluation is suggested to be completed after 90 days of employment.

Please take the time and effort to complete the evaluation carefully giving the student accurate feedback on their performance. After completing the evaluation, you need to schedule time with the student worker to review the assessment. The student worker must sign the form showing that the FWS supervisor has discussed the evaluation with them.

By evaluating student workers on a regular basis, you can begin to collect a work history. This information will be helpful if you are called upon to be a reference for the student worker.

The FWS Job Evaluation form should be completed and signed by both student worker and FWS supervisor. The completed evaluation should be kept in the student worker's personnel file for future reference. Evaluations will need to be completed before the student worker can apply for a level 2 position.

Dress Code

FWS supervisors should discuss with their student workers the appropriate attire for their working environment. Student worker must comply with standards of dress established for safety and health reasons. FWS supervisors will inform their student workers of the department dress code standards they expect them to follow. Below are established guidelines for all COCC employees:

- ⇒ 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 if FWS supervisor allows but should be the appropriate length.

Attendance and Punctuality

In non-emergency situations, student workers should be instructed to contact the FWS supervisor **PRIOR** to the start of their scheduled hours should they intent to miss work. Whenever a student workers is going to be late, they must contact their supervisor at least 15 minutes prior to their shift. Emergency situations should be considered on an individual bases.

It is the responsibility of the FWS supervisor to enforce the department's practice in order to assist student workers in developing strong employability skills. Student workers who do not notify the FWS supervisor prior to being absent, or who are habitually late, should receive a written warning that goes into their personnel file. FWS supervisors should meet with the student workers to review attendance expectations, and absence procedures.

PAYROLL PROCEDURES

Rest and Meal Periods

Student workers who work a specific amount of time are entitled breaks and/or lunch. Questions regarding breaks or lunch times should be directed to HR.

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

Federal and State Taxes

Work-study earnings are taxable by both state and federal governments. Work-study earnings cannot be garnished (FSA Handbook Volume 6 page 55). Deductions will be taken from the earnings according to state and federal guidelines. The deductions and total earnings will be reported on the student's W-2 form that the Payroll Department mails at the end of January for the prior calendar year.

Benefits

Fringe benefits such as paid sick leave, vacation or holiday pay are not permitted under the FWS program. Student workers are employed under "an hour's pay for an hour's work" arrangement. Student workers may not displace, replace any employee or volunteer hours (FSA Handbook Volume 6 page 42).

Paychecks

Student workers are paid on a monthly basis for the hours that they work. Paychecks may be picked up at the Cashiering Office in Boyle Education Center with photo identification. The Cashiering Office will hold paychecks for 7 days, after which point they will be mailed to the address on file.



Pay Periods and Timesheets

In order to ensure student workers to receive their paychecks on time, they should submit their electronic timesheets to their FWS supervisors on the last day of the month or last day worked. Electronic timesheets should be visible within 72 hours once the contract is received and processed by the WS Coordinator. If a timesheet is not visible, contact the WS Coordinator making sure the contract was received and complete. Timesheets can only be approved by the student worker's FWS supervisor as they will ensure that the student worker worked the hours submitted. (FSA Handbook Volume 6 page 48) 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/>.

If the timesheets are not submitted to the Payroll Department by the deadline, the student's paycheck may be delayed and the department may be charged the earnings. Departments may be required to submit documentation to why the timesheet was submitted after payroll deadline. Timesheets must reflect the actual hours worked for the month, so if an error is discovered after timesheets are submitted contact the Payroll Department immediately.

Change of Address

It is the student's responsibility to maintain a current, accurate mailing address with COCC. There are two ways a student can change their address. They may contact any staff member in Enrollment Services or go online through their Bobcat Web Account to update their 'Personal Information'. Changing the address either way automatically updates all departments within the school. It is important students have a current address on file when mailing paychecks.

Pay Advances

COCC does not issue any pay advances under any circumstances. No hours should be reported for a student worker before the work is performed.

Recording Time Worked

It is the FWS supervisor's responsibility to have a system that maintains current worked hours for each student worker.

It is extremely important to acknowledge the shared responsibility between the student and the FWS supervisor to monitor a student's earnings.

Overtime

Overtime is prohibited.(FSA Handbook Volume 6 page 43) The FWS Program is designed to be a part-time employment and student worker 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. 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 the student returns to the same department, they may be hired based upon level three wages. Level pay increases are only considered if a student workers performance evaluation is completed. If Oregon's minimum wage is increased in July, the work-study levels will also increase.

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

TERMINATION PROCEDURES

Student Initiated

Although student workers may terminate their work-study position at any time, they are required to notify their FWS supervisors. It is common for the student worker to give a two week notice; however, it is acceptable for the FWS supervisor and student to agree upon a shorter period of time. Upon being notified, the supervisor must complete a *Job Termination Form* and forward a copy to the FWS Coordinator. Emails will also be accepted. A copy of this form must be forwarded to the FWS Coordinator and a copy retained in the student worker's personnel file.

Student workers must stop working when the earnings limit is reached, their aid is suspended or they have dropped classes during any part of the term. Email notifications will be sent to both the student and the supervisor when a student approaches 86% of the earnings limit. If an oversight occurs and the FWS supervisor continues to charge the federal account past the earnings limit, the FWS Coordinator will charge the overage directly back to the department.

Termination by FWS Supervisor

If the FWS supervisor determines that the student workers performance/behavior is unsatisfactory, the FWS supervisor may need to follow the recommended disciplinary process:

- Discuss the problem with the student worker and suggest ways to correct the issue. Make an attempt to contact the student by e-mail, phone or set up a time to discuss the issue(s). This conversation may be verbal or written but always document the conversation. This conversation should be considered to be their first warning. The conversation should include a reiteration of the expectations of job duties and responsibilities. Explain the noticeable or potentially negative performance issues or behavior. Outline a mutual agreeable improvement plan and the consequences if the issue(s) are not corrected.
- If the FWS supervisor is not satisfied and the problem(s) still persists, the student's contract should be terminated and the student should be notified. Complete the *Job Termination Form* and forward to the FWS Coordinator.



Normal Annual Termination

All students are automatically terminated from their FWS contract on the last day of spring term or at the end of the term that is checked on the contract. If the student desires to re-established eligibility for WS for the following year, a FAFSA must be submitted, student must be awarded, and a new application must be submitted.

FWS Coordinator Initiated

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

- Maximum award has been earned or exceeded.
- Satisfactory Academic Standards are not met.
- Maximum credits exceeded.
- No enrollment in credit classes for the current term.
- By request of student or supervisor.

Who do I Contact:


- ⇒ FWS Coordinator Deborah Lehto
Boyle Education Center
Phone: 541-383-7263
Email: dlehto@cocc.edu
- ⇒ Payroll Office: Shelly Huckins
Newberry Hall 113
Phone: 541-383-7221
Email: shuckins@cocc.edu
- Anne Fineran
Newberry Hall 118
Phone: 541-383-7223
Email: afineran@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

CORRECTLY COMPLETING THE CONTRACT

Contracts are required and notify the Financial Aid Office who will be working for your department. By completing the contract the supervisor and student worker is accepting the terms of employment agreed upon and has completed all necessary Payroll and HR paperwork. Any missing information on the contract will be considered as incomplete and returned to the supervisor for completion.

Contracts are required each year. In some cases, students will have to complete more than one contract due to but not limited to:

- Prior contract termination
- Changing to another department
- If they are working different jobs but for the same department
- Are employed in more than one department
- If they increase in level or change positions
- If their wages are different due to shift changes - differential pay

	<h3 style="margin: 0;">Work-Study Referral Contract Form</h3> <h4 style="margin: 0;">2017-2018 award year</h4>
<p style="font-size: small;">Please print, complete and sign the referral contract form only when the student has completed all paperwork with Human Resources. Return completed contract by intercampus mail, fax or scan this contract to:</p> <p style="text-align: center; font-size: small;">Deborah Lehto — Financial Aid Fax 541-383-7506 : Email dlehto@cocc.edu Phone 541-383-7263 if you have questions</p>	
Student Information and Signature	
Deborah Lehto <hr style="border: 0; border-top: 1px solid black;"/> Student name printed	820123456 <hr style="border: 0; border-top: 1px solid black;"/> COCC ID number
<p style="font-size: x-small;">I understand and agree to work for the below named department. I also understand that it is my responsibility to maintain a record of time worked and submit my hours worked during any pay period by the appropriate payroll deadlines. I further understand that this contract will expire on the below date and the Work-study Coordinator may terminate it at any time. I hereby certify that I have read this statement and fully understand the expectations of my employment.</p>	
_____ Student signature	_____ Date

The student worker must sign and date the contract for it to be valid.

Department Information and Signature

Deborah Lehto <small>Direct FWS supervisor name</small>	Financial Aid <small>Department</small>	7263 <small>Phone</small>
Deborah Lehto <small>Designated department contact name</small>		7263 <small>Phone</small>

Name, department and phone number of FWS supervisor that will be signing the student worker's timesheet.

This will be the name and phone number of the department contact person. This person will be contact if an issue arises.

This will be the amount of the student worker's work-study award that your department will be using.

For level 1 positions, you will check the minimum wage box. All other levels, will have other indicated and the specific hourly amount. Please review pay rate on page 13.

* Contract amount: \$ _____
(Amount of student award your department will be using)

* Hourly Wage: minimum wage other: _____

* Did the student work in your department during 2016-2017? Yes No

* Job Title: _____
(Job title must be exactly what the job description states.)

This job title needs to reflect the exact title approved on the job description, including the level.

* This contract is for the following term(s):

Summer
07/01/17 - 09/03/17

Fall
09/25/17 - 12/17/17

Winter
01/08/18 - 03/25/18

Spring
04/02/08 - 06/17/18

Please indicate the terms that the student worker will work for your department. The contract will be valid for this time period only.

I understand the student listed above will be paid from FWS funds for those hours worked as an eligible student and only if he/she has unearned funds remaining. I understand it is the joint responsibility of my department and the student to insure that no excess hours are worked. If an ineligible student submits hours, I understand that it will be the responsibility of the department to compensate for these hours. I agree to obtain hours worked during any pay period by the appropriate payroll deadline so that the student will be paid according to COCC Policy. I agree to provide adequate supervision and to assure that the student will be paid only for the hours actually worked.

For FWS Coordinator

Payroll suffix:

FWS supervisor signature

Additional signatures (optional)

FWS supervisor must sign before contract is valid.

Central Oregon Community College does not discriminate on the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other protected classes under Federal and State statutes in any educational programs, activities or employment. The College complies with all federal legislation and civil rights laws of the State of Oregon.

Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Office c/o COCC Human Resources office, 541-383-7216.

Provided by COCC Financial Aid Office
2600 NW College Way : Bend OR 97703
541.383.7260 phone : 541.383.7506 fax
www.cocc.edu/financial-aid/work-study/