



# Community Work Study Supervisor's Guide

2018-2019

Office of Career Services  
Student Employment

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## **Introduction**

Welcome to the Federal Work Study program at Columbus State Community College! We are excited to count your organization among our partners, and we hope our relationship offers you and your staff the chance to have a greater positive impact in Central Ohio. A successful partnership depends in large part on an understanding of the policies and procedures guiding the Federal Work Study program and good communication between the agency, student, and college. Our hope is that this guide is a step towards meeting that goal. Best of luck!

## **Mission**

The mission of Columbus State Community College is to provide quality educational programs that meet the life-long learning needs of its community. Through its dynamic curriculum and commitment to diverse learners, the college will serve as a catalyst for creating and fostering linkages among the community, business and educational institutions. The college will proactively respond to the changing needs of our community and its role in the global economy through the use of instructional and emerging technologies.

The Community Work Study program supports the overall mission of the college and our partnering agencies by working towards five key goals:

- 1) To be a resource for students seeking student employment and community involvement by providing opportunity, guidance, and support.
- 2) To support our local community through partnerships dedicated to improving the quality of life for the residents of central Ohio, particularly those residents considered most in need.
- 3) To develop employment opportunities with partnering agencies that expand the professional, personal growth and development of our students.
- 4) To foster an environment where student employees are valued as an asset and partner in this joint venture, and in doing so, recognize the potential and diverse abilities of our student body.
- 5) To instill in our students a sense of compassion and responsibility to the greater good of the community whether it be campus, local, or global.

## Federal Guidelines

Originally authorized under The Economic Opportunity Act of 1964, Federal Work Study is a student employment program for students with high financial need. Federal Work Study would later become a form of student financial aid when its statutory authority was transferred to the Higher Education Act of 1965. The program is currently authorized under Part C, Title IV, of the Higher Education Act of 1965, as amended by the Educational Amendments of 1968, 1972, 1980, 1986, 1992, 1998, and 2008.

One welcome amendment was the requirement that a 7% minimum of funding is to be spent in service to the community. Columbus State is proud to report that through strong partnerships with our community we far surpass this requirement.

Below you will find four key federal guidelines the college and agency must adhere to as we employ students in the community:

### **Defining Community Service**

Community services are defined as services identified by an institution of higher education through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Federal Work Study students do not have to provide a “direct” service, but their contributions must be designed to support the effort to improve the quality of life for community residents or to solve particular problems.

### **Displacement of Workers**

Federal Work Study employees must not displace current employees (including those on strike) or impair existing service contracts. Replacement of staff with Federal Work Study employees is prohibited and interpreted as displacement. Positions developed through the Federal Work Study program must be new positions that serve to enhance the agency’s ability to reach the community, not fill essential staffing needs.

### **Religious Involvement**

Federal Work Study positions must not involve the constructing, operating, or maintaining of any part of building used for religious worship or sectarian instruction.

### **Political Involvement**

Work is **not** considered in “the public interest” and qualified for Federal Work Study if: it primarily benefits the members of an organization that has membership limits such as a fraternal or religious order; it involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office; it is for an elected official unless the official is responsible for the regular administration of federal, state, or local government; it is work as a political aide for any elected official; it takes into account a student’s political support or party affiliation in hiring him or her; or it involves lobbying on the federal, state, or local level.

## Student Eligibility

Federal Work Study is awarded to eligible students as part of a financial aid package which is based on financial need. Federal Work Study funds are awarded on a first come first serve basis and are limited. Eligibility for the Federal Work Study program does not guarantee employment and students are not “placed” in positions. Rather, they have the opportunity to apply for open positions requiring Federal Work Study.

Students must also be 18 years of age or be exempt from Ohio Revised Code Chapter 4109: Employment of Minors. Students enrolled as Transient, College Credit Plus, Undecided, or otherwise non degree-seeking are not considered eligible for Student Employment.

### Requirements for Continued Eligibility

- Work no more than 20 hours per week during the academic term
- Continue to meet the Financial Aid Standards of Satisfactory Academic Progress
- Maintain six or more financial aid-eligible credit hours of enrollment in a degree or certificate seeking program at the College at all times
- Not to work during scheduled class times

Federal Work Study eligibility can be altered or lost throughout the year for a variety of reasons. The most common situations resulting in an alteration are:

- The student failed to meet the requirements of the program as listed above
- The student declined the remainder of their Federal Work Study award
- The student received additional financial aid (e.g. a scholarship) and no longer had sufficient unmet financial need as required by the program
- The student earned their full Federal Work Study award amount
- The student graduated or transferred to another college
- The student’s EFC changed making the student no longer eligible

### Earnings Limit

Every Federal Work Study student has an "earnings limit," as indicated on the student's Financial Aid Award Letter. This is the maximum amount a student may earn as a Federal Work Study employee (before taxes) during the academic year. Once the student has earned this maximum amount, the student’s position is finished for the remainder of the academic year.

To calculate the number of eligible hours, follow this simple equation:

$$\frac{\text{Award Amount}}{\text{(e.g. \$3000)}} \div \frac{\text{Pay Rate}}{\text{(e.g. \$8.30)}} = \frac{\text{Eligible Hours}}{\text{(e.g. 361)}}$$

Depending on the funding status of the program and the individual student’s financial aid status, earning limits can on occasion be extended with additional funds. To inquire about extending a student’s award, contact the Student Employment Coordinator.

## Agency Eligibility

Eligibility for and partnering with the Community Work Study program depends largely on “fit.” The college takes into consideration the service provided by the agency, our reasonable ability to assist the agency, the diversity of community services we already partner with, and the agency’s administrative capacity to oversee student employees. The college, currently, is able to provide 100% coverage of properly earned student wages for our partners. The following documentation is required to be an ongoing partner:

- Community Service Work Study Contract Agreement
- 501(c)(3) documentation
- Current job description(s)
- Contact information listing a primary and secondary supervisor\*

*\* Please inform the Student Employment Coordinator of any changes in contact information*

## Posting a Position

### Job Descriptions

An up-to-date job description is required for each Federal Work Study student employed with a partnering agency. Job descriptions should be on file with Student Employment and the community agency.

Proposed positions are reviewed for pay rate consideration and appropriateness of duties. Each description must include the following:

- Job Title
- Agency Name and Address
- Supervisor Contact Information
- Functional Description of Duties
- Minimum and Desired Qualifications
- Desired Work Schedule
- Position beginning and end dates
- Pay rate *\*assigned by Student Employment*

### Posting a Position

Approved positions are posted online with Student Employment at <https://jobs.csc.edu/>. For instructions on requesting and posting positions, refer to the “Cornerstone Guide - Student Employment” posted at <http://www.csc.edu/services/careers/faculty-work-study.shtml>. Contact the Program Coordinator to request a user account.

To ensure equal opportunity for all students, positions must be posted for a minimum of one week. Posted positions may stay open until the agency indicates that the position has been filled or until program funding has been exhausted for the current academic year.

## Hiring a Federal Work Study Student

### **Interviewing and Hiring**

Application materials of eligible applicants will be available to the designated agency supervisor using the Cornerstone application system for review (a user account will be created for the agency representative). Upon review, the agency supervisor will determine which student applicants to interview. The agency supervisor is responsible for contacting the student(s) and scheduling the interview. Please keep in mind that the Federal Work Study program operates purely as a resource for students and that Student Employment staff does not pre-screen (other than FWS requirements), filter, or interview students prior to their application. The Student Employment Coordinator will review and certify applicant's eligibility for FWS by updating the applicant's status to "SE Reviewed – Meets Eligibility."

It is strongly suggested that agencies formally interview student applicants prior to making a hiring decision. There is no requirement to hire a student applicant simply because they are FWS eligible. They must fit the position requirements, and they should also be a good fit for your office culture.

If the decision is made to hire a student after the interview, please update the applicant's status to "Offer/Background Check in Progress" and notify the Student Employment Coordinator of the decision. Student Employment staff then work directly with the student on pre-employment paperwork and you will be notified when the student is eligible to begin work.

### **Criminal Background Check**

The College requires a criminal background check for all students for all positions. Additional scrutiny is given to positions involving sensitive information and/or vulnerable populations (e.g. the elderly, children, animals, etc). The cost of the criminal background check is covered by Columbus State. The cost of more intensive background checks (i.e. FBI fingerprinting) is covered by the hiring agency. Copies of the initial background check can be provided upon request.

Pre-employment checks, including criminal background, must meet the hiring standards of the college **and** the agency prior to moving forward with an official offer of employment.

### **Rehiring a Student**

A student's eligibility to work is limited to the academic year in which the student was hired. Agencies interested in retaining or rehiring a student from one academic year to the next will need to contact Student Employment for guidance. Eligibility for one year does not guarantee eligibility in future years. Columbus State's 2018-2019 academic year begins August 27, 2018 (Autumn Semester) and ends August 10, 2019 (Summer Semester).

## Paying a Federal Work Study Student

## Payroll Periods

Pay Period	Due Date **	Pay Day
1 <sup>st</sup> – 15 <sup>th</sup>	15 <sup>th</sup> or next business day	Month's end or prior business day
16 <sup>th</sup> – End of Month	Last day of month or next business day	15 <sup>th</sup> or prior business day

\*\* Late submissions are not guaranteed and may be held for the following period.

Student employees may not stockpile work hours for one large payout at the end of each semester. Only one timecard for each pay period is allowed, and hours worked during two separate pay periods cannot be reported on the same card. Incorrectly completed timecards will be returned and may cause late payment.

## Submitting Time

To submit time worked by a student, agencies should use the Community Work Study Time Sheet as provided by Student Employment staff. Time sheets should be submitted via scanned pdf email to Amanda Perk at [aperk1@csc.edu](mailto:aperk1@csc.edu) AND Carie Davis at [cdavis7@csc.edu](mailto:cdavis7@csc.edu). Columbus State is also required to maintain original time sheet records for auditing purposes. Please mail the original time sheet for each student after each pay period to the college. Here are some suggestions for processing time sheets:

- Review each time sheet for accuracy and honest representation of work hours
- Do not allow the student to handle the time sheet after you have signed
- Schedule payroll due dates on your work email or desk calendar as a reminder
- Have an agreed upon place for current time sheets to be stored/saved
- Have a clear process and pattern for how a student submits time for approval
- If a student is not scheduled to work on a payroll due date, make sure the student signs the sheet the last day prior to the due date

## Payroll Reports

A payroll report is provided to each supervisor outlining the earnings for each student. The reports are best used as a means for tracking individual student earning limits and projecting how long remaining eligibility will last. Supervisors should share such information with student employees and make plans for a student's departure upon completion of eligibility. Please note - such reports are often two weeks behind real-time.

## Employment Verification

Students seeking employment verification or related documentation must do so with the Payroll Office in Rhodes Hall 227. Supervisors or the agency should not supply students

with written verification of employment for any reason. *Columbus State* is the official employer of record even though the student is logging work hours with a community agency.

## Supervising a Federal Work Study Student

Federal Work Study students are expected to meet the employment expectations of the individual agency for which they are employed. Supervisors are encouraged to hold students accountable to the same employment standards used for all part time employees and volunteers. Columbus State does, however, have a set of base expectations for student employees and supervisors participating in our program:

### Supervisor Expectations

- Provide a clear job description and expectations
- Provide necessary training, orientation, and feedback related to job duties
- Serve as a role model for professional behavior
- Recognize and support the success of student employees
- Ensure the student is supervised by a full-fledged staff member; not a volunteer, intern, or other student

### Student Expectations

- Fulfill the duties and responsibilities of the job description
- Maintain professional behavior and representation of the agency
- Maintain appropriate confidentiality and avoid conflicts of interest
- Work a consistent, reliable schedule
- Comply with agency rules and policies
- Personal business or studying during work is not allowed
- Work hours are not to be logged over scheduled class times

### Scheduling Guidelines

- Students can work a maximum of 20 hours/week during the academic term
- Students can work a maximum of 30 hours/week during the academic break
- Students can work no more than 8 hours per day with appropriate breaks
- Students are not to be scheduled to work during scheduled class times
- Supervisors are encouraged to take peak academic periods (i.e. mid-terms, finals, etc.) into consideration when scheduling student work hours
- Students are not allowed to “volunteer” in the same capacity they would be paid for

## Academic Calendar Overview

	<b>Start</b>	<b>End</b>	<b>Hiring Notes</b>
<b>Autumn 2018</b>	<b>August 27, 2018</b>	<b>December 15, 2018</b>	New hires may begin August 16 pay period
<i>Break</i>	<i>December 16, 2018</i>	<i>January 12, 2019</i>	
<b>Spring 2019</b>	<b>January 14, 2019</b>	<b>May 11, 2019</b>	New hires may begin January 1 pay period
<i>Spring Break</i>	<i>March 10, 2019</i>	<i>March 16, 2019</i>	
<i>Break</i>	<i>May 12, 2019</i>	<i>May 25, 2019</i>	
<b>Summer 2019</b>	<b>May 27, 2019</b>	<b>August 10, 2019</b>	New hires may begin May 16 pay period

For students graduating/transferring/otherwise not returning after a semester, their last eligible day of employment is the last day of that term.

Please note, as FWS classified students employees, Standards of Academic Progress reports are run at the end of each term by Financial Aid. Students must be meeting SAP standards to remain eligible for FWS employment.

### Meal and Break Policy

Neither Federal nor state law stipulates paid and unpaid breaks for non-minors, and Columbus State's policy 3-24 Work Schedule states only that, "All employees must comply with the work schedule established in their respective areas."

Short break periods, such as taking a 15 minute break or restroom break, are typically compensated as work time. A bona fide "meal break" period, typically lasting 30 minutes, need not be compensated as long as the break is completely void of work duties.

In the spirit of student employment and best practices, however, we do recommend having an internal meal and break policy. It should be clear to your student employees when and under what conditions they may take breaks and how to request a break if needed.

### Workplace Injuries

Columbus State Community College is the *official* employer of record for any Federal Work Study student hired through the Community Work Study program. As such, student employees are included in the Workers' Compensation plan for the college. In the event of a workplace injury, follow these steps ASAP:

- 1) Seek medical attention as soon as possible. If emergency medical assistance is needed, call 911.
- 2) Ensure that all appropriate agency supervisors are notified, and begin documenting the incident as soon as the student's health and wellbeing have been ensured. Notify the Student Employment Coordinator at Columbus State as well.
- 3) If the student has interest in filing a Workers' Compensation claim, the student can download and complete the **Incident Report Form** and then forward/deliver the form to Treschelle Kendrick in RH 125 or FAX to 287-5656.

- 4) If the student received medical attention at an emergency room or other medical facility, they will need to complete the **BWC First Report of Injury Form (FROI 1)**.
- 5) Contact the Human Resources Department, Program Coordinator, Treschelle Kendrick at 287-5755 to report the incident/injury. Ms. Kendrick can be contacted during this process for all questions.

All needed forms and additional information can be found on line at <http://www.csc.edu/about/human-resources/injury.shtml> or by visiting the Human Resources office in Rhodes Hall 115.

## Evaluating Student Performance

Supervisors are highly encouraged to offer regular feedback to students and perform structured one-on-one evaluations. Students gain a great deal from experiencing this reality of professional life, and particularly for our less experienced students, feedback is an invaluable component in their growth as a young professional.

Student Employee Performance Surveys will be made available for you to complete at the end of each semester. In addition to reviewing and discussing current performance, this survey is also designed to measure if student employees are learning or improving skills related to Career Readiness (categories based on National Association of Colleges and Employers (NACE) competencies).

## Terminations

Student employees are at-will employees and can be terminated with or without cause at any time. At the core of our program, we expect students to meet the performance expectations of our partners. When this does not occur, we encourage a progressive discipline model (verbal warning, written warning, and termination), but we also recognize that certain behaviors (e.g. theft, misconduct, insubordination, etc.) warrant immediate termination.

If an agency is proceeding with a termination, Student Employment requires the following steps be included in the agency's regular process:

- Inform the student of the specific reason for his/her termination in a private setting with appropriate staff from your organization (e.g. HR rep, Director)
- Provide the student with clear reasons for the termination and provide any supporting documentation as available
- Contact the Student Employment Coordinator via email reporting the termination, last date of employment, and reasoning for termination

## Additional Tips for Supervising Federal Work Study Students

- Provide a realistic interviewing process. This will help to gauge a student's employability as well as send an early message that this is a "real job."

- Start every hired student with a structured discussion covering clear expectations, job duties, and office rules/policies (e.g. cell phone usage, dress, break policy).
- Provide your student with an orientation and training schedule to build a solid foundation for the student's experience and contribution to your agency.
- Provide feedback early and often. Do not allow a small problem (e.g. consistently running late) to grow into a large problem. Be proactive rather than reactive.
- Encourage student input and decision making. The more the student feels a part of your agency, the more they are likely to invest into their duties.
- Help your student learn about the history and impact of your agency. If you receive professional journals, attend conferences, or coordinate with other professionals in your field, encourage your student to participate as appropriate.
- Recognize success and reward exceptional performance.

## Frequently Asked Questions

*Can our student work over the break?*

Yes. As long as the student is continuing their enrollment through the next semester and has remaining Federal Work Study funds to earn, he/she can work up to 30 hours per week during the official break periods. Note - the official break period does not start when the student finishes their last final. Check the [academic calendar](#) for specific dates. If a student is graduating at the end of the academic term or transferring to another college, he/she will not be eligible to work over the break.

*My student spends a lot of time at work on school and personal work. What can we do?*

Student employees should be held to the regular employment standards of the work environment. Federal Work Study is not designed to allow students to be paid to study. Students are paid to work. Correct the behavior immediately as you would any employee through structured feedback and a review of expectations. Document the conversation.

*Is there any way I can draw more interest to my positions?*

Agencies are free to advertise their position in any way they see fit. Columbus State does have a number of public posting boards on our main campus where flyers can be placed.

*How do I know how many hours of eligibility my student has remaining?*

The best place to look would be the payroll reports sent to each supervisor after each pay period. The final column of the report will indicate the number of "Hours Left" for each student. Remember, these reports run two weeks behind. Supervisors can also contact the Student Employment Coordinator for the same information.

*Can I hire my student after their award is up?*

Of course! Our program is excited and proud when our students stay on with a community agency in a more permanent role.

*Can our student drive our Volunteer van?*

No. Although liability is passed to the agency, as stated in the contract, Columbus State does not check driving records for Federal Work Study students, and per Columbus State policy, the student employment classification does not authorize driving or travel as part of work duties.

*Do I have to hire a student if I interview them and they are eligible?*

No, you do not. You may take into account the student's work history, experiences, and education as well as if they are a good fit for your position.

*Do we have to renew our contract each year?*

Yes. The contract is an annual contract following the academic year. Agencies in good standing will be contacted in the spring to start the process of renewing for the next year.

## Off-Campus Community Service Timecard

# SAMPLE



## Columbus State Community College Career Services Student Employment Community Work Study Time Sheet

ALL FIELDS REQUIRED

Student Employee Information and Hour/Wage Totals	
Name:	
Cougar ID:	
Account #: 10-10-11-40040-51311	
Pay Period Ending Date:	
Hourly Rate (\$8.15 or \$10.00):	
Total Hours:	0.00
Total Wages:	\$ 0.00

Pay Period Work Hours		
	DATE	NUMBER OF HOURS WORKED <small>(round to quarter hour)</small>
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
<b>TOTAL HOURS FOR WEEK</b>		0.00
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
<b>TOTAL HOURS FOR WEEK</b>		0.00
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
<b>TOTAL HOURS FOR WEEK</b>		0.00
<b>TOTAL HOURS FOR PAY PERIOD</b>		0.00

*Please print sheet after all hours are added and time sheet is complete, then sign in ink*

Employee Signature:
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Supervisor Signature:
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# Timecard Submission Procedures

All time sheets must be submitted to Columbus State by 5:00 p.m. on payroll due dates.

Email scanned/pdf versions of time sheets to:

[aperk1@csc.edu](mailto:aperk1@csc.edu) and [cdavis7@csc.edu](mailto:cdavis7@csc.edu)

## Pay Periods

1st–15thOf Month

16th–End of Month

## Time Sheet Due Dates

End of business 15th

End of business last day of month

## Tips for Completing Electronic Timecard

-Entries for three calendar weeks are provided, as some pay periods may span over the course of three calendar weeks. This is not a change in the way the pay periods are set up. Begin your entry on the day of the week the pay period starts (1st or 16th of month).

-The "Pay Period Ending Date" and DATE fields must be manually added in/updated each pay period.

-"Number of Hours Worked" should be rounded to the nearest quarter hour and input as decimal.

**15 minutes = .25      30 minutes = .5      45 minutes = .75**

-There are formulas in several spots to assist in the summation and calculation of hour and wage totals. "Total Hours" and "Total Wages" at the top of the page will automatically calculate based on the information entered in Pay Period Work Hours section and "Pay Rate." "Total Hours for Week" and "Total Hours for Pay Period" also automatically calculate.

## Time Sheet Submission Procedures

Review the student's time sheet for accuracy and honest representation of time worked. Check the totaled amount to ensure the hours were calculated correctly. If everything looks in order, print the timesheet, have the student sign, and then add your signature as the student's supervisor authenticating the information.

Incomplete time sheet (e.g. absent of a supervisor or employee signature) will not be considered valid and may subsequently be delayed for further verification.

The original time sheet should be mailed to Student Employment for proper record keeping. Please keep a copy for your own records. The proper address is as follows:

Columbus State Community College  
Student Employment  
Nestor Hall 113  
550 E. Spring St.  
Columbus, OH 43215

If the 15th or the last day of the month falls on a weekend or holiday the timecard is due by 5:00 pm the following business day.

Payroll processes on a one pay period delay. Meaning, pay for the 1st–15th will be issued on the last day of the month (or prior business day if on weekend/holiday) and pay for the 16th–month's end will be issued on the 15th (or prior business day if on weekend/holiday).

# Office of Career Services Student Employment Nestor Hall 113

## Hours of Operation

8 a.m. to 5 p.m. – Monday through Thursday

9:30 a.m. to 4:30 p.m. – Friday



## Online

<http://www.csc.edu/services/careers/index.shtml>

## Facebook

[Columbus State Career Services](#)

## General Email

[studentemployment@csc.edu](mailto:studentemployment@csc.edu)

## Program Staff



Amanda Perk  
Program Coordinator  
614-287-2156  
[aperk1@csc.edu](mailto:aperk1@csc.edu)



Carie Davis  
Specialist  
614-287-3622  
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