



Federal Work Study Program

Supervisor Guide



Financial Aid Office

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North Hudson Campus - 4800 Kennedy Blvd., Union City, NJ 07087

Secaucus Center - One High Tech Way, Secaucus, NJ 07094

Hudson Online: www.hccc.edu/OnlineLearning

Welcome

Welcome to the Federal Work Study (FWS) Program! We are delighted that you have taken the opportunity to employ students to work on campus, so that they can gain valuable work experience and earn money to assist in funding their education. We hope that this program will be an excellent learning and career experience for the students.

Statement of Purpose

Hudson County Community College Financial Aid Office (FAO) has created a Supervisor Guide in order to publish the standard policies and procedures of the FWS Program. The Federal Work Study Program is a government subsidized employment program designed to assist students in financing their education. Students, if qualified, may receive an award per year.

Guidelines for Federal Work Study

- Work performed must be done for the welfare of the community rather than a particular interest or group.
- FWS students may not be recruiters for HCCC.
- FWS students must not displace full-time employees or perform the job of a permanent employee.
- FWS students may not perform any facilities, maintenance or public relations jobs.
- FWS students must file the Free Application for Federal Student Aid (FAFSA) to determine eligibility.
- FWS students must be eligible for financial aid (grants and/or loans).
- FWS assists students in financing their education expenses.
- FWS Program helps students gain a valuable work experience.
- The FAO selects as many participants as the program allows, based on the student's financial need and current allocation of the funds established for the program.
- The FAO will make every effort to satisfy the requirements of the respective on-campus department.

FWS student applications are completed online at the Financial Aid website.

Procedure for Applying for FWS Students:

- Complete a Job Request Form. The link will be emailed to you each award year.
 - Provide a job description that accurately describes the position. The examples given on the application are only general guidelines.
 - If you have a new position specific to your department submit a request which is subject to approval
 - If you wish to hire someone that worked for you the previous year, email the FAO. They must complete a new FWS Student Application for the new award year.
 - FAO will contact you with candidates for your positions.
 - Take time to carefully interview each student who has been referred to you before making your choice. The student must meet your standards and the needs of your department.
 - If you do not wish to employ any student who has been referred to you, notify FAO and we will send additional candidates.
 - Notify the FAO your final candidates
 - Selected candidates must complete an orientation.
 - You must be an administrator in order to supervise FWS students
- No students are permitted to work in your department until the Financial Aid office notifies you in writing with a start date and award amount.**

FWS Authorization

- The FAO will email you with the student's start date and amount of award.
- The award is for an academic year which may include the Fall and/or Spring semester.
- FWS students may not use the Spring Awards for the upcoming Fall semester.
- If FWS students do not use the full award during the Fall Semester and are enrolled for the Spring Semester, they may be able to use the Fall balance in the Spring Semester. The FAO will determine if there are monies left over based on enrollment status, the student's financial need, and satisfactory academic progress.

Basic Supervisor Responsibilities

A FWS job involves a commitment. FWS students are expected to work in a productive manner.

- FWS students are prohibited from working during scheduled class time. Stress this matter to the students at all times. If a student's class is dismissed early, make sure they have a notification from the professor before you allow them to work.
- FWS students are prohibited from studying while working. The term Work-Study refers to a student with a job. Conducting personal business while being paid to work is strictly prohibited.
- Orient the FWS student in detail to his or her role in the department and the standard of behavior that is expected from the student.
- Review with the FWS student the guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Train the student in skills and procedures necessary to perform their tasks.
- Supervise all FWS students directly. Providing adequate supervision assures satisfactory work performance.
- The supervisor of record is responsible for all disciplinary action.

- ***Monitor the students' work assignments and verify the hours worked to assure all students have completed their timesheets correctly and accurately.***

- Keep the lines of communication open for constructive feedback among all parties.
- The FWS Program involves cooperation and support from everyone. Keep the opportunities positive and available to students.

If you have a FWS student working under your employment and wish to offer him/her a part-time position, you must be aware that the student cannot hold two positions simultaneously at the College. Supervisors must wait for the FWS position to be completed before offering a part-time job to the student. Notify the FAO immediately when a part-time position is offered to a FWS student.

Confidential Job Information

The Family Education Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of students' records and general information. FWS supervisors must stress to their student employees the importance of confidentiality in performing their job duties. FWS students are not allowed under any circumstances to release any information regarding students to anyone. Each student who works at HCCC who might, at any time, access student information must read and sign a Confidentiality Agreement at the FAO.

Monitor Hours Worked

- All students and supervisors will have access to a way to enter their hours for payroll. Information will be sent to you via email.

- **Sign students time-sheets before submitting to payroll.**

- If a supervisor is not present at all times when students are working, appoint a designee to verify students' hours.
- At specifically designated times, students may need to complete timesheets in "anticipation of hours worked," usually due to an early payroll deadline, for example the last payroll of the year. When students complete timesheets in advance, supervisors should follow up with the designee and ensure that students worked the hours they record on their timesheets.
- If FWS students do not actually work the indicated hours, it is the supervisor's responsibility to speak with the student about the discrepancy and adjust hours accordingly on the following week's timesheet.
- Supervisors should report any fraudulent indication of hours worked to the Associate Director of Financial Aid at the FAO.
- Students should report to work during scheduled hours only

Evaluation Form for Supervisors

- FAO encourages FWS supervisors to give feedback to FWS students on their job performance.
- Evaluate FWS students' work performance at least once per academic year and discuss with students.
- FAO will email the evaluation forms at the end of the award year.
- The FAO will review the evaluations and keep in students' files.
- All FWS students should be evaluated regardless of the fact that they didn't complete the full semester (at least two months).

Performance Management for FWS Students

The following are suggestions for counseling student workers:

- Supervisors should discuss any performance issues in private and the student be told in explicit terms how the job requirements are not being met.
- Specify suggestions for improvement. Evaluate the performance based on job-related criteria only.
- Allow the student a reasonable timeframe to improve his or her work performance before proceeding to termination of the student.
- After the verbal conversation and the student's work performance is continually unsatisfactory, terminating the student may be your only available recourse.
- Notify the FAO in writing of the student's termination. A copy is placed in the student's file.

Supervisors may terminate a student from his or her position depending on the individual case, for reasons such as, but not limited to:

- Continued poor work performance or attitude
- Continued poor attendance and excessive tardiness
- Gross misconduct which includes but is not limited to theft of College property, violation of computer security policies
- Falsification or fraudulent reporting of hours on timesheets
- Refusal to carry out the instructions of the supervisor
- Violation of Confidentiality Agreement

Civil Rights Compliance

HCCC is an Equal Opportunity Educational Institution and does not discriminate on the basis of race, color, national origin, ancestry, age, sex, sexual orientation, marital status, disability or any other protected class, as defined by the New Jersey Law Against Discrimination, Title IX or the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1991 and all other applicable laws.

Please contact the FAO whenever you have a problem, question, or any suggestion about the FWS Program.

We sincerely hope this program will be mutually beneficial to FWS supervisors as well as FWS students.

Sincerely,

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Only the Financial Aid Office reserves the right to modify this handbook information based upon Federal Regulations.