



Federal
Work-Study
Manual

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Division of Student Affairs Financial Aid Office

The purpose of this manual is to help both supervisors and students have a better understanding of the policies and procedures of the Federal Work-Study Program.

PLEASE READ THIS MANUAL IN ITS ENTIRITY. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT 304-205-6600 OR VISIT US IN THE Financial Aid Office, Main Hall 012 on the South Charleston Campus and Davis Hall 103 on the Montgomery Campus.

*A copy of this book is available at
www.BridgeValley.edu.*

BRIDGEVALLEY CTC

**EQUAL OPPORTUNITY
EMPLOYMENT/
AFFIRMATIVE
ACTION POLICY**

BridgeValley CTC is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, sex, age, color, religion, national origin, or handicap.

This policy extends to all BridgeValley CTC activities related to the management of its educational, employment, financial, and business affairs. It affects all employment practices including, but not limited to recruiting, hiring, transfer, promotion, training, compensation, benefits, layoff, and termination.



Federal Work-Study Manual

The Federal Work-Study Program is a federally funded program designed to assist you in meeting your financial obligations to BridgeValley CTC, and possibly enabling you to graduate, without incurring an extensive amount of loan debt. It can also be a learning experience that explores an individual's talents.

PART I

FEDERAL WORK-STUDY PROGRAM OVERVIEW

A. STATUTORY AUTHORITY AND PURPOSE

1. Statutory Authority

BridgeValley CTC sponsors the Federal Work-Study Program in accordance with Section 503 of the Education Amendments of 1972 (Pub. L 92-318) and pursuant to the authority contained in Title IV, Part C, Section 441-446 of the Higher Education Act of 1965 as amended (42 U.S.C. 2751-2756), by the Commissioner of Education with the approval of the Secretary of Health, Education, and Welfare.

2. Purpose

The primary purpose of the Federal Work-Study Program of 1965 as amended by the Education Amendments of 1968, 1972, 1976, 1980, 1992, 1998 and 2006 is to stimulate and promote the part-time employment of students, particularly those with financial need, who require the earnings from such employment in order to pursue courses of study at eligible institutions.

Federal Work-Study is often awarded to students with forms of financial assistance and is referred to as a package. Earnings from the Federal Work-Study Program help the student to afford an education without the necessity of incurring an unduly heavy burden of indebtedness. The Federal Work-Study Program is also intended to broaden the range of worthwhile job opportunities for qualified students.

The student's experience, interest, and job preference are given consideration for placement. Every effort is made to place students in jobs for which they are qualified and, where possible, in an area related to their field of study. Students are given equal opportunity for participation in the program without regards to race, color, religion, sex, age, national origin, handicap, or veteran status.

B. ELIGIBILITY AND SELECTION OF STUDENTS

1. Eligibility

A student enrolled at BridgeValley CTC is eligible for employment under the Federal Work-Study Program if such student:

- a) has been accepted into a degree program at BridgeValley CTC, is enrolled at least as a half-time student and is in good standing as an undergraduate student.
- b) is a citizen of the United States, or lives in the United States for other than a temporary purpose and intends to become a permanent resident thereof, or is a permanent resident of the Trust Territory of the Pacific Islands.
- c) is capable, in the opinion of the institution, of making responsible academic progress in such course of study while employed under this program , and
- d) has demonstrated a financial need as determined by the U.S. Department of Education.

2. Selection

BridgeValley CTC shall make employment under the Federal Work-Study Program reasonably available (to the extent of available funds) to all eligible students at the institution. In the event that requests for employment exceed available funds the institution shall give preference in the awarding of employment to those of its students with the greatest financial need. In determining such need, BridgeValley CTC shall take into account grant assistance provided to the student from any public or private source. All applicants will be interviewed by each supervisor before job placements are made for students.

C. NEED

The Financial Aid Office at BridgeValley CTC is responsible for determining if a student is eligible for work-study. The Financial Aid Office takes into account the student's actual cost of education, his/her expected family contribution as determined by the U.S. Department of Education, and other sources of assistance from public and/or private sectors.

D. AMOUNT OF AWARD

The amount of award is determined by The Financial Aid Office. The Financial Aid Office considers the individual student's need, the potential number of hours per week the student can work, the length of the academic period of employment, and the amount of other assistance available to the student. **In no case** should the Federal Work-Study award, in combination with other sources of financial assistance, exceed the student's financial need. While there is no minimum or maximum award amount a student may receive under the Federal Work-Study Program, The Financial Aid Office determines the award amount for each individual student based on the above factors.

E. INSTITUTIONAL RESPONSIBILITY

The Financial Aid Office shall be responsible for determining the eligibility of the students participating in the program regardless of whether they will be engaged in work for the institution itself or for a public/private non-profit organization.

F. COORDINATING OF AID PROGRAMS

1. Packaging

BridgeValley CTC will not award Federal Work-Study to a student when all the resources made available to the student from Federal and non-Federal sources would exceed the difference between the student's cost of the education and his/her expected family contribution as determined by the U.S. Department of Education. In no event may the total amount of aid received from all Federal and non-Federal sources exceed the student's cost of education.

2. Resources

The term *resources* includes any waiver of tuition and fees, any scholarships, grant-in-aid, including athletic scholarships, fellowship or assistantship, any loan made under the Guaranteed Student Loan Program or other loan programs and any expected net earning during the period for which the student receives financial assistance.

H. PROGRAM ELIGIBILITY AND LIMITATIONS

1. General Eligibility

The Federal Work-Study Program at BridgeValley CTC involves work for the institution itself or work in a public or private non-profit organization.

- a) Work for the institution itself may include work typically performed by the institution for its students, but which the institution elects to contract out; such as food service, cleaning, maintenance and security, providing the contract stipulates a specific number of BridgeValley CTC students. BridgeValley CTC will establish the student's rate of pay.
- b) Profit-making activities such as the operation or rental of athletic fields, auditoriums, theaters, parking lots, etc., and their administrative functions shall not be considered work for the institution or work in the public interest except that such employment is connected with events conducted as part of the educational program and the institution.
- c) Work in the public interest is that which is devoted to national or community welfare rather than that of a particular interest or group. Work for a public or private non-profit organization must be evidenced by a written agreement between BridgeValley CTC and the employing organization. The Financial Aid Office at BridgeValley CTC is responsible for the selection of the organization and the fulfillment of the agreement. In no event shall work be considered in the public interest if:

(1) it is primarily for the benefit of the members of a limited membership organization such as a credit union, fraternal or religious order, or a cooperative;

(2) it is to be performed for an elected official other than a part of the regular administration of federal, state, or local government;

(3) it is work for which political support or affiliation of the student is a prerequisite or consideration for employment.

2. General Limitations

Federal Work-Study may not:

- a) Result in the displacement of employed workers or impair existing contracts for services.
- b) Involve the construction, operation, or maintenance of a facility that is used or is to be used for sectarianism or religious worship.
- c) Involve any partisan or nonpartisan political activity associated with a candidate or with a contending faction or group in an election for public or party office.
- d) Involve any lobbying on the federal level.

Federal Work-Study shall be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region, proficiency of the employee and any applicable federal, state, or local legislation.

I. ELIGIBLE EMPLOYMENT

A position is considered eligible employment if persons in the position normally have been compensated or if persons presently holding the same or similar positions are being compensated. Work performed for the institution itself, by which a student satisfies a requirement for a degree or certificate, will not be considered eligible employment. However, work for a public or private non-profit organization, which is otherwise eligible employment is not made ineligible solely because it satisfies a requirement of a degree or certificate.

PART II

STUDENT REGULATIONS AND PROCEDURES

A. APPLICATION AND APPROVAL PROCESS

1. A student must apply for financial assistance by **first** completing the Free Application for **Federal Student Aid (FAFSA)** by **June 30th**. The Financial Aid Office will then contact the student to request further documentation in order to complete the financial aid file.
2. A student must be accepted and enrolled for **at least half-time** (6 hours) each semester, considered to be making satisfactory academic progress, and be in good standing according to the institutional policies.
3. A student must submit a Federal Work-Study Application with an attached resume to The Financial Aid Office in order to be considered for employment.
4. A student is notified of his/her eligibility for employment via **email**, at his or her BridgeValley CTC email address.
5. A student must attend the FWS Job Fair in order to be interviewed by the supervisors.
6. A student must attend the Orientation where all required documentation will be completed.
7. Student awards are divided equally for each semester, unless otherwise specified in the award letter. However, re-evaluation of a Financial Aid package will be made upon request. **Students who fail to work 75% of their award during the Fall semester may cause cancellation of their Spring semester award.** A student may file an appeal within 10 working days of the cancellation notification date.

Part II—Student Regulations and Procedures

8. Unearned awards may not be carried over to the next semester.

B. EMPLOYMENT REGULATIONS

1. Hourly Employment

Federal Work-Study is considered part-time employment and provides for pay on an hourly wage rate basis (an hour's pay for an hour's work). Fringe benefits (such as sick leave, holidays, coffee breaks, lunch, vacation pay, etc.) may not be included as part of such wage rate. Students may not be compensated on a salary, commission, or fee arrangement.

2. Minimum Wage

The minimum wage rate shall be established by BridgeValley CTC based on State Legislation. The current rate of pay is \$9.00 per hour for on campus position and \$10.00 per hour for off-campus community service positions.

3. Work Schedule

The student employee and employer work together to formulate a schedule that is conducive to all concerned. A work schedule should make allowances for meals and meeting class requirements. It is the student's responsibility to notify the immediate supervisor as soon as possible if unable to meet the prescribed work schedule.

4. Holidays

In general, student employees shall not be required to work on a legal holiday and the holiday is taken by the student employee without pay. However, BridgeValley CTC may be required to maintain services in some departments on certain holidays, and on such days, staff may be scheduled to work. Student employees who choose to work on a holiday shall be paid for the hours worked at their regular rate of pay.

5. Vacation

Student employees do not have vacations from employments as such. However, arrangements for "time off" without pay are the

responsibility of the employer.

6. Illness

Sick leave benefits are not available to student employees. In the event of illness, the student employee should notify his/her supervisor as soon as possible on each day of absence. Failure to give such notification can result in termination.

7. Maximum Hours of Employment

The Financial Aid Office at BridgeValley CTC shall determine the number of hours which an eligible student may be employed based on the size of the award and the rate of pay stipulated by The Financial Aid Office. On average, Work-Study students typically work between 10 and 20 hours a week. The student **shall not work more than 20 hours per week nor shall the student work more than 7.5 hours per day**. If funding allows, the student may work up to 29 hours per week during breaks including holiday, spring and Summer when classes are not in session.

The Financial Aid Office reserves the right to limit the number of hours which an eligible student may be employed if (a) the financial aid package is increased, (b) employment is harmful to the student's health or academic progress, or (c) limited available funds for the Federal Work-Study Program should occur and the financial aid package is reduced.

8. Hours in Excess of Award

The Federal Work-Study Program will not match any portion of excess earnings. Institutional monies will fund any excess earnings. Any overpayment is considered a resource of the student and the aid package for the student will be reduced accordingly.

9. Federal Work-Study Earnings

The primary purpose of Federal Work-Study employment is to enable students to meet their educational expenses. Therefore, when a student is enrolled in a regular session, the earnings must go toward incurred educational costs as billed by BridgeValley

Part II—Student Regulations and Procedures

CTC . Earnings in excess of the indebtedness shall be used for student expenses.

10. Payroll and Time Sheet Procedures

a) All students that have been assigned under the Federal Work-Study Program must complete the following as a part of the employment process:

1) W-4 Withholding. Unless the word “Exempt” is entered on the appropriate line of the W-4, law requires that taxes be withheld based upon income and filing status. **An up-to-date W-4 is required yearly, or when there is a change of name, address, or tax status.**

2) West Virginia Employees Withholding Exemptions Certificate. The Conditions listed above for the W-4 form apply to this form as well.

OR

West Virginia Certificate of Non-residence. This form is used **ONLY** by students who are residents of Kentucky, Maryland, Ohio, Pennsylvania, or Virginia who wish to be taxed by their home state and **NOT** the State of West Virginia.

3) I-9 Employment Eligibility Verification Form.

b) Students are required to submit a tentative work schedule at the beginning of each term of employment. Students working on-campus and off-campus are scheduled to be paid bi-weekly with pay dates occurring every other Friday. Funds will be deposited onto a WV Pay Card unless the student requests direct deposit. Additional information regarding direct deposit and the WV Pay Card will be provided to students during orientation.

c) Time sheets are due to The Financial Aid Office by the 12 noon on the dates specified at the top of each timesheet. Time sheets submitted after the specified dates are considered **late** and will not be processed until the next pay period. Late timesheets

will result in pay being delayed an additional pay period.

d) Padding of time sheets is a federal offense punishable by law. It will also result in termination from the Federal Work-Study Program. Padding refers to falsifying hours in an attempt to get paid for hours not worked.

e) Actual time worked should be entered and totaled on the time sheet daily. Holidays **must** be initialed by the immediate supervisor if worked. Hours worked should be calculated to the nearest quarter hour and recorded as .25, .50, or .75.

f) Time sheets must indicate the full name of the student, social security number or student id number, student's signature, employer's signature, name of department, dates of pay period, rate of pay, and job title .

g) Any time sheet error concerning rate of pay, number of hours worked, or total compensation should be brought to the attention of The Financial Aid Office immediately.

h) In January, the Payroll Office will issue a W-2 (statement of earning) to every student employed.

i) Employers, students, The Financial Aid Office and the Payroll Office are responsible for keeping current and accurate award balances for each work-study student.

11. Disciplinary Action

a) A student who resigns voluntarily or is terminated shall receive the unpaid salary or wages due him/her for services rendered. In cases of gross misconduct, disciplinary action will be in accordance with BridgeValley CTC policies and no advance notice is required.

b) The Financial Aid Office will terminate a student employee when there is inadequate funding, when a student earns over

Part II—Student Regulations and Procedures

the allotted award, when the student has failed to report all resources on the Free Application for Federal Student Aid (FAFSA), or when the student has **other employment in excess of \$100 of the aid package**. The student enrolled with less than six (6) hours will be terminated; however, when enrolled with less than full-time (6-11) hours, the student's aid package must be reduced accordingly.

c) The employer may terminate a student after five (5) consecutive absences from scheduled work periods if the student employer failed to get permission from the employer or failed to call prior to the absences.

However, a written warning to the student and a copy to The Federal Work Study Coordinator must be given after the third consecutive absence. If no response has been received by the fifth consecutive absence, the student and The Federal Work Study Coordinator must be notified of the termination **in writing**.

The employer may terminate a student employee for gross misconduct such as theft or insubordination. However, the employer and the department head must document the action and send a copy to the student and the Federal Work Study Coordinator at which point The Financial Aid Office will review the case. When justifiable, the student will be terminated from the Federal Work-Study Program. Other possible actions will include giving the student a warning and/or transferring the student to another department. If the major offense falls within that listed in the student handbook, the action taken will be in accordance with BridgeValley CTC Policy.

d) Student employees terminated as a result of voluntary or involuntary termination must go to the employer to complete an evaluation form.

13. Federal Work-Study Survey

At the end of the academic year, each student will complete a Federal Work-Study Survey and submit an updated resume. The survey will allow the student to evaluate his or her personal experience in the program as well as the performance of his or his supervisor.

14. Worker's Compensation Fund

Every BridgeValley CTC student employee is protected by the provisions of the Worker's Compensation Law of West Virginia. This covers expenses for medical care due to injuries and disability received during the regular performance of official duties. The department heads should exercise care in the investigation of accidental injuries in order to assume the validity of any claim which may be filed. The student employee should report the injury immediately to the employer.

On July 1, 2006 West Virginia abolished the former Workers' Compensation Commission and replaced it with a new employers' mutual insurance company, BrickStreet Mutual Insurance Company.

BrickStreet Mutual Insurance Company
400 Quarrier St.
Charleston, WV 25301
Phone: 304-941-1000
Toll Free: 866-452-7425
<http://www.brickstreet.com>

Part II—Student Regulations and Procedures

A. APPLICATION AND APPROVAL PROCESS

1. Prospective employers must submit a full job description and Job Request Form to their immediate supervisor.
2. The immediate supervisor should seek approval from the appropriate Dean. If you do not report to a Dean, you only need the signature from your supervisor.
3. The Dean will submit the Job Request Form and full job description to the Financial Aid Office by April 15th.
 - a. Job Request Forms will be reviewed by the Senior Vice President, Academic and Student Affairs and a final determination of approvals will be made.
4. The Financial Aid Office will host a Federal Work-Study Job Fair in July on each campus.
 - a. Students who have applied and are meeting all federal requirements will be invited to attend an interview session with the supervisors
 - b. Supervisors who do not attend or do not send a representative will not be eligible to have a work-study assigned.
 - c. Supervisors and/or representatives will interview each student and will submit a list of their top 5 choices to the Financial Aid Office at the end of the session. No exceptions.
5. The designated supervisor will attend the mandatory

PART III

EMPLOYER REGULATIONS

Supervisor Orientation Session. Instructions will be given on work schedules, general rules and regulations, etc.

6. The Financial Aid Office will determine final placements of students based on student need and supervisor's feedback.
7. Supervisors and students will be notified of the final decisions via email.

B. PLACEMENT OF STUDENTS

1. The majority of student employees are placed by the end of the second week of the academic year or the first week of the Spring semester.
2. The number of students placed in a department will depend on the total number of:
 - a) requests made by the employer, or
 - b) student employees available with the work skills required.
3. The Financial Aid Office will send the employer an **assignment form** when a student employee is placed.
4. Time sheets must be sent to The Financial Aid Office in room 012 on the South Charleston Campus and room 103 Davis Hall on the Montgomery Campus by end of day on the specified day of each month unless notified otherwise. (For Payroll and Time Sheet Procedures see Part II.)

Part III—Employer Regulations

C. WORK SCHEDULES

1. The student employee and the employer work together to formulate a work schedule that is conducive to meeting the needs of the student and the employer. In addition, time must be allowed for the student's meal breaks and meeting class requirements. (For maximum hours of employment see Part II.)

2. Since Federal Work-Study is based on financial need, **students must be utilized for the full extent of the award.** Therefore, if a job site is unable to utilize a student during a scheduled work period, contact others within the department to see if they can use assistance for the time scheduled. If a department is unable to fully utilize the student, contact The Financial Aid Office to have the student reassigned or partially assigned to another employer.

D. POSTING OF DUTIES

Student employees, as with any other BridgeValley CTC employee, perform better when they are made aware of their job duties and responsibilities. Duties should be fully explained and posted for long/short term projects. Routine duties help the student to use the work time wisely while waiting for instructions or during an employer's absence.

E. EMPLOYMENT REGULATIONS

See Part II for the following information:

Maximum hours of employment	Holidays
Hourly employment	Vacations
Hours in excess of award	Illness
Payroll and time sheet procedures	Terminations

F. MATCHING SHARE

The total student compensation from the allotted award is in two parts:

1. 25% Institutional funds (employer share), and
2. 75% federal matching funds (Federal Work-Study share).

However, compensation that exceeds the Work-Study award are covered 100% from departmental funds. It is advised that employers keep accurate and current balances of student's earnings to prevent budget deficits.

G. WORK-STUDY BALANCES

The employer is responsible for the actual record-keeping of unearned Work-Study compensation. However, The Financial Aid Office will notify the department and the student when he or she has met or will soon meet his/her allotment.

H. EVALUATION

Each student employee is evaluated each semester. Evaluation forms are emailed to each department in **December** and **May**, to be returned to The Financial Aid Office. The student is to be made aware of the evaluation and to be given the opportunity to agree or disagree with the rating. The student may request a conference with the Work-Study Placement Coordinator and the supervisor if the student feels the evaluation is unjust.

It is important that itemized rating elements on the evaluation form not be checked indiscriminately and comments should be entered whenever possible.

Students that are terminated prior to the emailing must also be evaluated. Forms are available in The Financial Aid Office and will be forwarded to the employer upon request.

Part III—Employer Regulations

TIPS ON WHAT EMPLOYERS (STAFF & FACULTY) EXPECT OF EMPLOYEES (STUDENTS)

1. Report to work on time and with regularity.
2. Maintain the same standard of conduct and dress as those expected of full-time employees at the Institution.
3. Ask questions if you do not understand, and find out what tasks are to be performed.
4. Take reasonable instructions and constructive criticism with good grace.
5. Use your time well and avoid socializing on the job.
6. Be courteous and show respect to your supervisor, other members of the department, co-workers, and guests.
7. Take an interest in your work.
8. Complete your assignments to the best of your ability.
9. Act in a professional manner concerning confidentiality of college and student records.
10. Make certain your work hours are reported honestly and accurately by your supervisor.

TIPS ON WHAT EMPLOYEES (STUDENT) EXPECT OF EMPLOYERS (STAFF & FACULTY)

1. Take an interest in the employee and his/her work.
2. Maintain the standards of conduct and dress that employers expect of the employee.
3. Take time to explain to the employee what his/her job duties are.
4. Be honest and forthright with your employees.
5. Give credit for jobs well-done.
6. Insure that any criticism of the employee is given in such a manner that will improve the employee's performance.
7. Be as concerned about the student's pay as you are your own.
8. Treat employees with dignity and respect.
9. Remember the primary reason that our jobs exist is to serve the needs of the student.

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