DIARY of a Federal Work Study Program Performance Improvement Process

Presented by:
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Pima Community College
What is a Federal Work Study Program?

Federal Work-Study provides:

- Part-time jobs on-campus and off-campus
  - Enrolled students
  - Undergraduate or graduate student
  - With financial need

The program encourages:

- Community service work
- Jobs related to the student’s program of study
- Literacy and Math tutoring
• Provides workplace opportunities on-campus and offsite
• Provides an alternative to borrowing loans
• Supports math and literacy projects
• Student perspective adds value
• No limitation to FWS financial aid funding
• Prepares students for the workforce
• Identify talent for future positions

Benefits
Program Administration Details

Federal Campus-Based

- FWS (25%)
- FSEOG (25%)

Federal Share of Wages

<table>
<thead>
<tr>
<th>Eligible Category</th>
<th>Federal Share of Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy</td>
<td>100%</td>
</tr>
<tr>
<td>On-Campus, Govt, Non-Profit</td>
<td>90%</td>
</tr>
<tr>
<td>For-Profit</td>
<td>50%</td>
</tr>
<tr>
<td>Eligible Non-Profit</td>
<td>75%</td>
</tr>
</tbody>
</table>

Using FWS Funds

- ACA (5% of expenditures)
- JLD
- Work Colleges

Code of Federal Regulations, Sec 675.1(a)

FSA Handbook, Volume 6, Chapter 2
Federal Work Study Penalty

Do not return more than 10% of your FWS allocation.
Pima Community College (PCC)

- Located in Tucson, Arizona
- Six campuses and three offsite locations
- Serves approximately 22,000 students
- Title III Institution (non-matching)
- No career center or career placement

Federal Work Study Program

- Hiring 150-170 students per year
- Base Award: $5000 fall/spring
- $550,000 FWS Allocation
- Jobs on campuses and offsite locations
- Financial Aid Office is responsible
Federal Work Study Annual Event Cycle

- **May**: Requests for FWS positions for entire academic year
- **June**: 1st 1st Day of Work for new academic year
- **July**: 1st Day of Work for new academic year
- **April**: Student of the Year Awards Ceremony SEOTY
- **April**: begins FWS Supervisor Training
- **January**: Student of the Year Nominations are Due
- **December**: Spring hiring begins
Community Service Partnerships

Community Service

- Health care/Child care
- **Literacy training**
  - preschool through 8th grade
- **Math Tutoring**
- Education
- Welfare/Social Services
- Public Safety
- Crime prevention
- Support for students with disabilities
- **Projects that teach civics in schools**

Not considered Public Interest

- Primarily benefits membership
  - YMCA Golf Club
- Partisan/nonpartisan political activity/association with a faction in an election
- Work for an elected official
- Political aid
- Political affiliation a hiring factor
- Lobbying
- Religious activities or building maintenance
Relationships Matter

Human Resources
- Application, Recruitment
- Professional Development
- Employee Evaluation
- Payroll

Fiscal Services
- G5 Transfers
- Reconciliation/FISAP
- Sick Time Allocation

Supervisors
- Interest and Hiring
- Job Skills/Professional Development
- Recognition

Financial Aid
- Eligibility
ARE YOU AWESOME?

We’re hiring.
Federal Work Study Hiring Process

**Step 1: Financial Aid - Position Request**
- Site Visit with FWS Campus Liaison
- Complete Position Request Form (Smartsheet)
- Post position on FWS webpage

**Step 2: Hiring Manager - Interview and Selection**
- Review eligible student applicants
- Schedule and conduct interviews
- Email financial aid office with selection(s)

**Step 3: Human Resources - New Hire Process and Authorization to Work**
- Hiring Supervisor creates Personnel Action Request (no start date)
- Student completes: E-Verify, HireRight, New Hire Document packet
- When all steps are complete Human Resources notifies Financial Aid Office
Pima Jobs

Search Federal Work Study Jobs at Pima Community College

Create Job Alert | Search

- CPWS - Adult Basic Education - 2018-2019 Academic Year
- CPWS - Adult Basic Education - 2019-2020 Academic Year
- CPWS - Literacy Connects - Reading Coach - Off Campus - 2018-2019 Academic Year
- CPWS - Literacy Connects - Student Assistant - Off Campus - 2018-2019 Academic Year
- CPWS - General Clerical - Desert Vista Campus - 2018-2019 Academic Year
- CPWS - General Clerical - District Office - 2018-2019 Academic Year
- CPWS - General Clerical - Downtown Campus - 2018-2019 Academic Year
- CPWS - General Clerical - Maintenance & Security - 2018-2019 Academic Year
- CPWS - General Clerical - West Campus - 2018-2019 Academic Year
- CPWS - Labs - Downtown Campus - 2018-2019 Academic Year
- CPWS - Labs - East Campus - 2018-2019 Academic Year
- CPWS - Labs - NorthWest Campus - 2018-2019 Academic Year
- CPWS - Labs - West Campus - 2018-2019 Academic Year
- CPWS - Library - Desert Vista Campus - 2018-2019 Academic Year
- CPWS - Library - Downtown Campus - 2018-2019 Academic Year
- CPWS - Library - East Campus - 2018-2019 Academic Year
- CPWS - Library - NorthWest Campus - 2018-2019 Academic Year
- CPWS - Library - West Campus - 2018-2019 Academic Year
- CPWS - Student Services - Desert Vista Campus 2018-2019 Academic Year
- CPWS - Student Services - Downtown Campus 2018-2019 Academic Year
- CPWS - Student Services - East Campus 2018-2019 Academic Year
- CPWS - Student Services - NorthWest Campus 2018-2019 Academic Year
- CPWS - Student Services - West Campus 2018-2019 Academic Year

Application
Supervisor & Student Policy & Procedure Manual

- Student Expectations and Limitations
- Development, Evaluation, Recognition
- Additional Resources
- Fringe Benefits

Federal and State

- Fair Labor Standards Act of 1938
- Displacement of Regular Workers
- Unemployment Benefits
- Equal Employment Opportunity Commission Rules
- Separation of Church and State

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Concurrent Positions

Federal Work Study Positions
• Attending at least 6 credits
• Exempted from FICA
• Funds cannot escheat to the State

Other Student Employment
• Pay all regular taxes
• Funds can escheat to State
• Can work overtime
Federal regulations prohibit the use of FWS funds to pay for fringe benefits

- Sick Leave
- Vacation Pay
- Holiday Pay
- Employer Contribution:
  - Social Security
  - Worker’s Compensation
  - Retirement
  - Any welfare or insurance program

The Fair Wages and Healthy Families Act passed November 2016 ARS 23-364 (A)

- All employees earn sick time as of July 2017
- One hour sick time earned every 30 hours worked
- Cannot accrue more than 40 hours per year
- Carryover balances allowed in certain circumstances
- Only use for scheduled shifts or work hours
FWS Award and Timekeeping

- Use the Balance Tracker
- Maximum of 19.5 hours/week
- Minimum wage
- May not work when the college is closed
- May not work during the summer
- Proxy supervisor must be identified
- Reconcile each semester
- Unused funds are not rolled

![Hourly Encumbrance Balance Tracker](image)
**Supervisor Accountability Standards**

- **FWS Supervisor Agreement**
- **FWS Student Evaluation**
- **Student employees not Federal Work Study Employees (FERPA)**
- **Students may not be left alone in the workplace**
- **Timely and accurate submission of hours worked**
- **Students must be working while being paid (no homework)**
- **Students may not work during class time**
- **Mandatory Training for students**
- **PCC Personnel Policy, FWS Supervisor Manual**

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**Section 1: Supervisor and Department Information (Please Print)**

<table>
<thead>
<tr>
<th>Supervisor Name &amp; Aff</th>
<th>POAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus &amp; Department</td>
<td>Your Direct Supervisor's Name</td>
</tr>
<tr>
<td>Student Name</td>
<td>Student A Number</td>
</tr>
</tbody>
</table>

**Section 2: Supervisor Responsibilities**

- By signing below, you acknowledge you have read and understand the Federal Work-Study (FWS) Program Manual for Supervisors, and you agree to follow the policy and procedures of the FWS program.
- In keeping with PCC's policy and the federal regulations on equal opportunity in employment and education, all eligible applicants must be reviewed before you select a candidate to hire.
- The student employee will not work more than 19.5 hours per week and will not exceed the semester award amount.
- The student's worked hours will be reported in an accurate and timely manner in accordance with PCC’s timesheet-submission procedures.
- The student employee will not work during his/her scheduled class time or if the college is closed.
- The student’s regular work schedule is listed below (Example: 8:00 am-12:00 pm or 4:00 pm-7:00 pm).

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

- Within 60 days after his/her first day of work, the student employee will complete FERPA and Sexual Harassment Training. Verification of completion must be emailed to financialaid@pima.edu.
- The student employee will not work unless a supervisor is present in the workplace. If the student’s immediate supervisor will be out of the workplace for more than one hour, the student must be assigned a proxy supervisor and the student must be notified in advance. Student employees may not be left alone while working.
- If the student begins work before authorization is given or if the student’s payroll exceeds his/her FWS award, the unapproved amount will be deducted from your department’s POAP.
- A Student Employee Evaluation will be completed and submitted to the Office of Financial Aid no later than April 15, 2019.
- If for any reason you will no longer supervise the student employee, before ending your supervisory responsibilities, you must complete a PIMW certifying a new supervisor and email it to financialaid@pima.edu.

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**Section 3: Signature**

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
To Do Today

- Interviewing Techniques
- Job Posting Policy
- Performance Evaluation
- Coaching & Communication
- Progressive Disciplinary Process

Welcome to Supervisory Training
Presented by Human Resources
AWESOME!

☑ Excellent
☐ Very Good
☐ Satisfactory
☐ Marginal
☐ Poor

Evaluation
Program, Students, Supervisors
Student Development and Evaluation

- Assign mandatory training
  - Discrimination and Harassment
  - FERPA
- Discretionary assignment of training
- Complete student evaluation
  - Conversational Tool
  - Early termination
Campus Liaisons

Improve Service * Site Visits * Campus Perspective

CAN I GET A WOOP! WOOP! OVER HERE PLEASE?
Student Employment Associations

Western Association of Student Employment Administrators (WASEA)

National Student Employment Association (NSEA)
- Student Employment Essentials (SEE) Training
- List Service to inquire about best practices

College and University Professional Association for Human Resources (CUPA-HR)
- Human Resource information
- Recruiting, Job Placement Statistics and best practices
Continuous Improvement

Program
- Survey Students
- Supervisors
- Colleagues

Students
- Nominations
- Evaluations
- Site Visits
- Training

Supervisors
- Nominations
- Evaluations
- Site Visits
- Training