



---

> **Own Your Future**

# **Work-study Supervisor Handbook**

**Prepared By  
Work-Study Coordinator  
Financial Aid Services**

## **Introduction**

Work-study employment is intended to be a learning experience, benefiting and related to the student's educational and career exploration goals and enhancing future employment opportunities. It exists to provide employment opportunities for eligible students and to help finance their college education. By earning money to help finance their education, students will also reduce their need to use loans and decrease their future debt obligations. We hope you'll find the following information useful as you search for a work-study position for TCC!

## **What is Work-study?**

Work-study is a type of financial aid awarded to students based on an evaluation of financial need. It is not awarded to an employer. Work-study is a highly desirable type of aid and funds are limited; therefore, students **must** meet all financial aid deadlines.

It is possible for a student's award amount to change before and during the academic year. This can occur when a student receives additional aid or other financial resources designated to cover college expenses. The Financial Aid Office will inform supervisors of any changes to a student's award.

## **What Steps Do I Need To Follow to Hire a Work-study Student?**

### **Step 1: Submit a Position Request**

The Financial Aid Office notifies departments when the request is available and if the request has been approved. If approved, the supervisor must notify the Work-study Coordinator if they want their position posted on the TCC website. Departments, administrators, deans, current supervisors, faculty and faculty support can submit a request for work-study positions for the academic year and summer. Funds are limited and can only support a limited number of positions.

### **Step 2: Students Find Open Positions**

A job listing of open positions for work-study students is on the TCC website. Students are directed to contact and apply directly with the departmental supervisor who has requested a work-study position.

### **Step 3: The Work-study Student Interview Process**

The Financial Aid Office does not require supervisors to interview candidates; however, the interview process is highly encouraged to provide a learning experience for the student. Due to the volume of students and staffing constraints, the Work-study Coordinator cannot pre-screen or interview applicants.

#### **Step 4: Hiring the Student**

Supervisors must make sure that students have an active award letter that indicates work-study funds prior to hiring a student. The award amounts may differ student-by-student. Some students may only be able to work for a partial academic year.

The students are instructed to pick up a Student Employment Agreement packet from the Financial Aid Office if they are hired for a position. Make sure the student has completed all of the following forms prior to submitting the packet to the Work-study Coordinator and before they start working:

##### **Student Employment Agreement**

A Student Employment Agreement needs to be completed for each financial aid/work-study session and year. For example, summer work-study is one session; Fall/Winter/Spring is another session. Also, if a student changes work-study jobs during a session, a new Student Employment Agreement must be completed.

##### **Work-study Placement Job Description**

Supervisors must complete this form to list the *specific* duties that the student will be assigned.

*The following forms only need to be completed once and are kept on file if a student continues working at TCC the following year. If a continuing student wishes to make any changes to previous forms, they can request a new form from the Work-Study Coordinator in the Financial Aid Office or from the Human Resources department.*

##### **Personal Data Form**

The student completes this to provide emergency information and data used for statistical purposes.

##### **W-4 Form – Federal Tax Withholding**

The student completes and signs the W-4 form that indicates the student's federal tax withholding allowances or the student indicates exempt status from withholding if applicable.

##### **I-9 Form**

The student must complete this form and provide acceptable forms of identification to the Financial Aid Office. The Financial Aid Office will take copies of the identification documentation and complete the I-9 form. This form is mandated by the federal government and lists the documents acceptable for proof of identity and proof of employment eligibility.

##### **Exemption from Public Employees' Retirement System (PERS) Form**

This form is an election to be signed by students to exempt them from the PERS retirement system. Work-study students would not work enough hours to qualify for retirement benefits.

### **Employee Status Form**

The State of Washington requires all new employees complete a questionnaire that indicates participation in other eligible retirement programs.

### **Drug Free Workplace Policy Act Form**

Students are asked to read, sign, and abide by this form.

### **Acceptable Use of Information Systems Form**

Students are asked to read both sides of form, sign, and abide by this form.

### **Staff Confidentiality Agreement**

Student is asked to read, sign, and abide by this form.

### **Wage Payment Options**

Student may choose their payment option from receiving the funds on their My Tacoma Card, Direct Deposit or a Cashpay Card.

### **Performance Evaluations**

Although not required for work-study employees, performance evaluations are recommended as good practice to provide a student with feedback regarding areas of strengths and areas that need improvement. Evaluations need not be extensive or formal.

### **Termination**

Reasons for termination include, but are not limited to:

- Unsatisfactory work
- Reporting to work in an inappropriate condition
- Inability or refusal to carry out work assignments
- Lack of cooperation with co-workers and/or supervisor
- Repeated avoidable absences
- Repeated tardiness
- Breach of confidentiality relating to student/staff information/records
- Inappropriate use of state equipment/resources
- Falsification of records, reports or other documents (i.e. timecards, etc.).

- Abuse of telephone

The supervisor has the authority to terminate a student's employment as deemed appropriate. Prior to termination, it is recommended that the supervisor meet with the student to review unsatisfactory work performance and outline the areas needing improvement. Written notice of needed improvement is recommended.

A form must be completed and are available from the Work-study Coordinator. The job will then be re-opened if funds are available.

### **Summer Work-study**

Students apply separately for summer work-study. The supervisors will request needed positions in a similar fashion to requesting positions for the fall/winter/spring.

Summer work-study employment begins on July 1.

### **Supervisor Responsibilities**

- ❖ Plan and organize the student's work assignments. Insure that the work-study position does not replace any permanent positions or existing contracts for services. **Student homework should not be a substitute for job duties.** One of the goals of work-study is to provide job experience.
- ❖ Clearly explain the job responsibilities, performance expectations, pay rates, and work schedules associated with the position.
- ❖ Assist the student with the completion of required paperwork.
- ❖ Provide the appropriate training and workspace for each student employee.
- ❖ Monitor the student's work-study earnings.
- ❖ Monitor the hours a student works. By law, a work-study student can work no more than 19 hours in a week. Most students will only be able to work 13-16 hours per week due to funding. The award amount and the average hours per week that a student may work if they work all weeks of a quarter can be found on the supervisor copy of the Student Employment Agreement. During the summer, a student may work up to 40 hours per week if they are not also attending classes and have a sufficient award amount. **A student who graduates or who does not plan to enroll the following quarter (for example, fall quarter) may not work as a work-study during the summer or after a quarter has ended.**

Use the following formula to determine the average number of hours per week a student can work for the quarter:

**Award amount ÷ number of weeks in the quarter ÷ rate of pay = # of hours a student can work per week.**

**Example: \$1500.00 ÷ 12 ÷ \$8.57 = 14-15 hours per week**

- ❖ Notify the Work-study Coordinator when a position becomes open, closed or altered in any way.

- ❖ Maintain communication and feedback with student employees during their course of employment.
- ❖ Familiarize the student with appropriate and expected workplace locations and etiquette: restroom locations, personal belonging storage, break locations, food/beverage locations.
- ❖ Communicate the expectations of the position including:

**Hours:** Establish a schedule for the student with agreed upon hours for the position and distribute to all employees in the department.

**Attendance:** Students need to understand the importance of attendance and the expectations regarding their schedules. Any variances or changes need to be approved in advance.

**Appearance:** Dress appropriately for the position's requirements and the department's expectations.

**Absences:** Ensure that the student employees know how to report absences or changes in schedules due to unforeseen circumstances.

**Breaks and Rest Periods:** Work-study employees are entitled to a 10-minute break for every four hours worked. A break cannot be used to shorten a work shift. The break should be taken at the mid-point of the work shift. If the employee works for 5 or more consecutive hours, he/she must be provided with a 30-minute unpaid meal break.

**Electronic Time Cards:** Time cards must be completed and approved in a timely manner. The student timecards are accessible on TCC portal under Time and Leave System. They typically need to be approved and submitted on the 15<sup>th</sup> and last day of the month. The exact dates the timecards are due are listed on the TCC portal under Human Resources/Payroll.

**Telephone, Computer and Internet Usage:** It is important to notify the student employee of the appropriate use of the telephone and other campus equipment, including copying machines and computers. The fax machine, copy machine, computers and other office equipment are for office use only; they are not for personal use.

### **Student Responsibilities**

- ✚ Students must be registered for **at least six credits per quarter** (during the academic year—fall, winter & spring quarters) and must notify the financial aid office if their enrollment (credit) levels change.
- ✚ Students must remain in good academic standing with financial aid and with the College in order to continue work-study employment.
- ✚ Work-study students are subject to college policies and procedures relating to worker rights and responsibilities.

- ✦ Student work-study earnings **cannot** exceed an award amount.
- ✦ Students are only paid for time worked. There is no pay for sick leave, vacations, holidays and other time not worked (such as meal breaks).
- ✦ **Work-study students may not work more than 19 hours per week** (depending upon award amount) while classes are in session. The award amount and the average hours per week that a student may work are found on the student copy of the Student Employment Agreement.
- ✦ A student may not work during the time that they are scheduled to be in a class.
- ✦ Students are entitled to a 10-minute break for a shift of 4 consecutive hours. If a student works for 5 or more consecutive hours, he or she must be provided with a 30 minute unpaid meal break. This break is in addition to the 10 minute paid break. Break and meal periods may not be accumulated and taken at the end of a shift. For example, he or she cannot skip a break to leave early.
- ✦ Students are expected to be punctual. If they are delayed, they are expected to call before or within fifteen minutes of expected time of arrival.
- ✦ Students are expected to attend to assigned duties on the job and to not conduct personal business while at work.
- ✦ Students may not use office equipment (telephone, fax, copy machine, computer, and Internet) for personal use.
- ✦ Work-study students are expected to keep student, client, staff, college, and business records confidential.
- ✦ Students are expected to work with a cooperative and positive attitude.
- ✦ Student workers are expected to dress appropriately for the position and the department's expectations.
- ✦ When asked to do a job for someone other than their immediate supervisor, they must clear it with their immediate supervisor first.
- ✦ When tasks haven't been completed at the conclusion of their work period, students are expected to inform their immediate supervisor of the progress.
- ✦ Students submit timecards to their supervisor on the last working day of the payroll period. Paychecks can be delayed if timecards are not submitted by the due date.
- ✦ Students should notify their supervisor if they have received notification of a revised award amount.
- ✦ Students should report any job related accident immediately.
- ✦ Students need to re-apply for financial aid each year according to the published deadline dates. Students should apply early to be considered for work-study.

- ✚ Students must submit all required employment paperwork to the Financial Aid Office prior to beginning any work-study employment.

### **Payroll Information**

It is important for both the student and supervisor to remember that timecards must get processed by the deadline in order to receive a paycheck. The timecard can be accessed through the TCC portal. We suggest that the student enter their time on a daily basis. Timecards are submitted electronically to the Payroll office, by the published due date. In most cases, the due date is the 15<sup>th</sup> and last day of the month. **It is the responsibility of the supervisor to ensure that the information reported is correct.**

### **Paychecks**

Work-study pay dates are on the 10<sup>th</sup> and 25<sup>th</sup> of each month except for campus holidays/weekend pay date adjustments. Students will be paid via the option they choose on the Wage Payment Option form.

### **Concluding Remarks**

Thank you for participating in the work-study program. We are happy to have you as an important part of our students' educational experience here at TCC!