

2015-2016
FEDERAL WORK-STUDY PROGRAM
SUPERVISORS' RULES AND GUIDANCE

PLEASE KEEP THIS FORM FOR YOUR RECORDS.

Thank you for your request to participate in the Federal Work-Study (FWS) Program. Please be aware that all FWS students are placed by the Financial Aid Office. It is our intention to do our best to fulfill your requests, but please remember our office ultimately makes all placement decisions.

Listed below is information you must be aware of as a FWS supervisor as well as guidance to ensure prompt payment of wages to the student. If at any time you have a question or concern, please contact the Financial Aid Office at 588-5105.

FWS SUPERVISORS' RULES AND GUIDANCE

1. **FWS students are limited to a maximum of 8 hours per day and 20 hours per week.** FWS students are not permitted to work on federal holidays or weekends. The number of hours a FWS student is able to work while classes are in session will depend upon the amount of the award, the student's class schedule, and the needs of the placement department.
2. Please remember to **offer FWS students the same rest and lunch periods to which all employees are entitled.** You may refer to pages 25-26, sections 10.14 and 10.15, of the CSEA Agreement for these regulations.
3. Beginning July 1, 2014, **FWS students' rate of pay is \$9.00 per hour.**
4. FWS students are to be **supervised at all times.**
5. **FWS students are required to electronically submit their time** worked to the nearest quarter of an hour on the Time Entry Detail Report via their connectColumbia account and provide the printed report, as signed by their supervisor, to the Financial Aid Office on a monthly basis.
 - a. Hours worked are reported from the 21st of the month though the 20th of the following month and **are due by the 24th of each month.**
 - b. **Supervisors are required to sign** each Time Entry Detail Report authorizing the accuracy of the reported hours worked. This includes verifying that time is reported properly (e.g. that 1 hour and 15 minutes is reported as 1.25 rather than 1.15). Unsigned reports are considered incomplete.
6. **Late, incomplete, or inaccurate pay claims will be paid the following month,** once any and all issues have been resolved.
6. FWS students are **paid monthly on the 15th of each month** (or on the Friday before, should the 15th fall on a weekend). Checks are mailed from the district Payroll Office to the address listed on the student's W-4 form.
7. If after receiving direct training by the FWS supervisor, a FWS student **fails to adequately uphold the responsibilities of the position,** please notify the Financial Aid Office in writing of the FWS student's incompatibility with the requirements of the position. You will be contacted regarding replacement of the FWS student.