

UAH Work-Study Program Guidelines

A. A supervisor must comply with the University's policy on Equal Opportunity and Sexual Harassment. A supervisor must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a "qualified individual with a disability" in all aspects of employment, including application for employment procedures, hiring, compensation, training, discharge, and benefits.

B. The Office of Student Financial Services must have a job vacancy and job description on file before a department can employ Federal Work Study (FWS) student workers. Also, all employing departments must read and follow the Supervisor's Guide and all procedures and instructions as stated.

C. Student Financial Services will require the following documents be **submitted prior to a student working** and confirmation from the office of **Student Financial Services must confirm the completion of documents prior to a student working:**

- A4 Alabama Department of Revenue Employee's Withholding Exception Certificate
- W4 Federal Employee Withholding Allowance Certificate
- I-9 Employment Eligibility Verification form

D. Payroll Direct Deposit Form is recommended (a voided check **must** be attached for direct deposit). These forms should be returned to the Payroll Office, Room 151 Shelby King Hall. Direct Deposit forms are available [online](#).

E. Have the students submit the withholding forms, application, and I9 forms to Student Financial Services Office so that they can be reviewed for completion. If any of the requested information is incomplete, the supervisor and student will be notified of the missing information needed.

A STUDENT MUST NOT START WORK UNTIL ALL SUBMITTED FORMS ARE COMPLETE. Do not send forms by campus mail.

F. A supervisor should maintain a personnel file for each student employee. The file should consist of the following documents and records:

- Confirmation from Student Financial Services that defines the student title, the position number, account number, and the number of hours that a student can work per week.
- Written Notice of Termination
- Job Evaluation form
- Schedule of student's assigned work and class time

G. A supervisor is required to give the student employee a copy of the Job Description for the job assigned.

H. To request students for the upcoming academic year, and to hire a work-study student, a department must have an approved job description form and job request on file with Student Financial Services.

I. Job Evaluation should be completed by **April 15th** each year or upon the student's termination or transfer from the job assignment, whichever occurs first.

J. There is a 25% matching share requirement for all jobs, except for the America Reads and America Counts Programs. **(NOTE: This share will be funded by the university, not by individual department budgets)**

K. All off-campus community service employers must have a contract on file with the Student Financial Services Office.

L. The first day a student can begin work is the first day of classes provided the student has completed all necessary forms to the Student Financial Services Office and is meeting satisfactory progress standards. Between terms, ask your work study student if they are meeting these requirements and/or verify with Student Financial Services Office that the student remains eligible to continue to work.

The FWS Program offers no sick leave, compensatory time, vacation or holiday pay. As stated previously, students are employed under "an hour's pay for an hour's work" arrangement. A student's FWS award will usually allow him or her to work from 10 to 20 hours per week. As the supervisor, you are required to monitor the student's earnings to ensure that he or she does not earn more per semester than the award will pay. Student Financial Services will attempt to notify you when a student is within \$500 of the earnings limit. However, due to the large number of students in the FWS Program, we cannot be responsible if a student is allowed to work excessive hours. Departments and agencies are required to monitor student earnings to insure continued eligibility. **Departments will be charged and off-campus agencies will be billed for the amount of earnings exceeding the student's award amount.**

If the student is working hours to make-up time missed from work, he/she may not work more than 20 hours per week or 8 hours per day. Students can only be employed in one FWS position at a time; however, the student may hold another non-work-study job.

All work should be supervised. Students should not be allowed to work when regular University employees are not at work. In addition, students **may not** work during their scheduled class periods. In order to ensure compliance with this requirement we suggest that you complete each student's Sign-in/Sign-out Sheet with his or her schedule of classes. Work-study students **may not** work during semester breaks, holidays, or spring break. If students do work during a scheduled break, they **must be paid by departmental funds**, not by Federal Work-Study funds.

FWS employees are paid at least minimum wage. For details, see this [website](#).

SUPERVISOR RESPONSIBILITIES

A FWS supervisor has been entrusted with federal dollars for the student upon initiating the request indicating employment. The student should be treated like any other personnel. In order to be given this privilege of using the Federal Work-Study Program, the responsibilities of the supervisor and the student should be clearly understood and enforced. Student employment should mean more than a paycheck for your student workers. It can be used as an opportunity to learn valuable job experience. Here are a few suggestions to help your FWS student get the most out of his/her job:

1. Establish a Work Schedule

Upon hiring a Federal Work-Study student, the supervisor is responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department. The supervisor should provide opportunities for the student to make up time lost from work due to unavoidable circumstances. Students are not allowed to work, under any circumstances, during class time. Make-up time should be reported during the actual period that it is worked. Make-up hours should not exceed 20 hours per week.

Example: A student who normally works 15 hours per week misses 5 hours of work, only working 10 hours that week. A supervisor can allow that student to make up the missing 5 hours in the following week **as long as the student does not work over 20 hours in one week.**

2. Orientation

The supervisor is responsible for conducting a student job orientation, including but not limited to:

- A brief one-on-one overview of the office structure and office rules and regulations
- The student's job and responsibilities, etc...
- What to say when answering the phone
- How to transfer calls
- How to put calls on hold
- Signing onto the computer
- Answers to commonly asked questions
- Frequently used phone numbers
- Areas of responsibility in office
- Procedures for filing forms, etc.
- Grounds for any disciplinary action
- Whom to call if sick or time-off is needed
- What procedures to follow if his/her work schedule needs to be changed

3. Evaluate Job Performance

A written performance evaluation using the Work-Study Job evaluation online form is required. Please take the time and effort to complete the evaluation, carefully giving the student accurate feedback on his/her performance. After completing the evaluation, you must schedule time with the student to review the assessment. By evaluating students on a regular basis, you can begin to collect a work history on each student. This information will be helpful if you are called upon to be a

reference for the student. The [Federal Work Study Job Evaluation form](#) should be completed annually; and a copy of the **evaluation should be kept in the student's payroll file in the employing department.**

TERMINATION BY SUPERVISOR

A supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to:

- Repeated failure to comply with the agreed work schedule
- Unwillingness to accomplish assigned tasks
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

When a student is terminated or transfers from an assignment, the current supervisor is required to contact Student Financial Services immediately. Failing to do this will result in errors on the student's employment record. After receiving the termination packet, the Assistant Director of Financial Aid for Student Employment will meet with the student to determine whether the student will be allowed to transfer to another FWS position or will be terminated from the program permanently.

TERMINATION BY THE FINANCIAL AID OFFICE

Student Financial Services must immediately terminate a student's employment upon determination that the student no longer meets eligibility requirements. Changes in eligibility may result from:

- Change in enrollment status
- Failure to maintain Satisfactory Academic Progress
- Receipt of additional resources, which were not known at the time of award (i.e. scholarships, grants, etc.)