

Portland Community College
Federal Work-Study
Policies and Procedures Manual
2009-2010

Work-Study Hiring Check-List

1. Complete Federal Work-Study Authorization Form. The work-study student will present this form to you on or after the first day of the term. You cannot hire a student without completing this form.

Please Note: before you complete this form, please be sure that you have a work-study job approved and set up in our work-study job database. Also, the person who is listed as the supervisor in our database must complete the form, no other staff member may sign.

Keep the pink copy for your records

If on-campus employer, send to HRIS CA SSB 300

If off-campus, mail to:

PCC
Regina Broich,
Work-Study Coordinator
PO Box 19000
Portland, OR 97280-0990

2. If you are an on-campus supervisor, download I-9 form and instructions found at <http://www.pcc.edu/hr/employment/i9.html>, and complete with student. Send to HRIS CA SSB 300.
If you are an off-campus supervisor, please make sure that your student completes an I-9 with the Work-Study coordinator Regina Broich (contact information below).
3. Download and print the PCC Bi-weekly payroll schedule found at http://intranet.pcc.edu/finance/payroll/payroll_calendars.htm.
4. Download and print copies of PCC Bi-weekly timesheet found at <http://intranet.pcc.edu/finance/payroll/timesheets.htm>. Make sure the correct position number is on each timesheet.
5. Download and print the PCC work-study balance sheet. Complete with student's work-study information and update after each pay period. This will help you monitor the student's work-study hours to ensure that they do not earn over their work-study allocation.
6. Create file for your work-study student that includes a copy of the Federal Work-Study Authorization form, the student's timesheets, the PCC work-study balance sheet and the student's current term schedule (to be reviewed at the beginning of each term).

If you have any questions about work-study hiring or policies, please contact Regina Broich, Work-study Coordinator, at 503-977-4488 or rbroich@pcc.edu

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1 INTRODUCTION

1.1 PCC Philosophy

The purpose of the Federal Work-Study Program at Portland Community College is to provide meaningful part-time employment to students who need the earnings to meet their educational expenses. The program is intended to provide jobs that enhance students' educational or career goals whenever possible.

PCC is an Affirmative Action/Equal Opportunity institution and does not discriminate on the basis of race, gender, sexual orientation, religion, color, age, national origin, physical limitations, or veteran's status in any aspect of admission or treatment of students.

1.2 Federal Work-Study Program Overview

The Federal Work-Study Program is a federally funded (Title IV of the Higher Education Act) financial aid program. Funds are allocated to the College on a yearly basis and are awarded to students on the basis of need.

Federal regulations state that Federal Work-Study students may not be used to replace or perform services which would otherwise be performed by regular employees, thereby depriving regular employees of employment. For this reason, PCC departments and off-campus organizations should not rely heavily on Federal Work-Study students to provide needed services.

Because Federal Work-Study funds are granted to students on the basis of need, specific skills and established work habits may not be the primary consideration in assigning jobs to students, although it is recognized that some jobs may require more specific skills or knowledge than other jobs. It is important that departments and organizations cooperate in their efforts to assist students who might otherwise be unemployable in the labor market by providing them with training for the skills and work habits ordinarily required for employment.

1.3 Work-Study Program Coordination

The Coordinator of the Federal Work-Study Program is Regina Broich. Any questions about the program or interpretation /clarification of this manual should be directed to her. She is located on the Sylvania Campus in CC 212, phone number (503) 977-4488. Her mailing address for off-campus employers is

Portland Community College
Attention: Regina Broich - FAO
P.O. Box 19000
Portland, OR 97280.

2 OFF-CAMPUS FEDERAL WORK-STUDY AGREEMENTS

2.1 Public or Private Non-Profit Organizations

Portland Community College will enter into a Federal Work-Study Agreement with any qualified public or private non-profit organization that can offer students meaningful work experience. To be eligible to participate, the organization must:

- be on file with the Internal Revenue Service as a non-profit organization.
- be operating in the public interest.
- be able to provide meaningful work, preferably work that will enhance the educational objectives of the student.
- provide adequate training and supervision to the student.
- sign the written agreement developed by PCC in accordance with federal guidelines.
- be responsible to pay twenty five percent (25%) of the students' wages.
- not displace a regular employee to hire a Federal Work-Study (FWS) student.
- not hire students to fill jobs that are vacant because regular employees are on strike.
- not use FWS employment to impair existing service contracts.
- not involve a FWS student in the construction, operation or maintenance of any facility to be used for sectarian instruction or as a place of religious worship.
- not use a FWS student to further the political aspirations of a party, candidate or incumbent.
- not deny work or subject a FWS student to differential treatment on the grounds of race, color, gender, sexual orientation, religion, national origin or handicaps.

To request participation in the Federal Work-Study Program, an organization must submit in writing to the Financial Aid Office the following:

- Certificate of Incorporation as a non-profit organization (Department of Commerce).
- Proof of exemption from Federal Income Tax (Internal Revenue Service).
- Written statement (or brochure) describing how the organization operates in the public interest (devoted to the national or community welfare rather than to a particular interest or group.)
- Description(s) of available student job(s).
- A signed PCC Work-Study agreement form. The agreements must be signed by the PCC Director of Financial Aid, the Federal Work-Study Coordinator and an authorized official representative of the organization before the students can be assigned for job placement.

A designated person should be named in each organization as the contact person through whom assignments are arranged and to whom inquiries are referred. When that person changes, the Federal Work-Study Coordinator should be notified.

Hourly wages will be determined by the organization; however, no less than the Oregon Minimum Wage must be paid. Refer to Section 3.1 Pay Structure.

Community Service is defined by law:

Community service means services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, including: (1) such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development and community improvement; (2) work in service opportunities or youth corps as defined in section 101 of the National and Community Service Act of 1990, and service in the agencies, institutions and activities designated in section 124(a) of the National and Community Service Act of 1990; (3) support services to students with disabilities; and (4) activities in which a student is serving as a mentor for such purposes as: (A) tutoring (B) supporting educational and recreational activities; and (C) counseling, including career counseling.

3 ON-CAMPUS JOB DESCRIPTIONS/PAY SCALES

3.1 Pay Structure

Wages for On-Campus student employees will be structured on three levels, determined by the PCC Board of Directors, with Level I being no less than minimum wage. Minimum wage will be set according to the Oregon Minimum Wage law. The current pay structure can be found at <http://www.pcc.edu/hr/compensation/student-employment.html>. Wages for students working off-campus will be determined by the agency and the Work-Study Coordinator.

3.2 Job Descriptions

General job descriptions for the On-Campus Work-Study positions are as follows:

Student Assistant I: The student performs general tasks of a routine nature. Assignments are standard, limited, and of average difficulty. The student is under close supervision.

Student Assistant II: The student performs varied tasks of a specialized nature. Assignments are often complex and of more than average difficulty. Supervision and assistance is available with a minimum of direction.

Student Assistant III: The student performs specific tasks of a technical nature. Assignments require special skills or technical training or expertise. Supervision and assistance is available with a minimum of direction.

Employing departments are responsible for specific job descriptions for each position requested. Job descriptions are to be clearly stated on the Position Request forms described in Chapter 4.0 of this manual.

3.3 Job Categories by Level

Sample Job Placements

LEVEL I

Clerk I
Receptionist I
Secretary I
Library Assistant I
Locker Room Assistant
Lab Assistant I
Media Delivery
AV Equipment Aide
Food Service Worker I
Shop Aide I
Child Care Aide I

LEVEL II

Clerk II
Receptionist II
Secretary II
Library Assistant II
Tour Guide
Lab Assistant II
IMC Aide
AV Equip Operator
Food Service Worker II
Shop Aide II
Computer Assistant II
Child Care Aide II
Instructor Assistant
Grounds keeper Assistant
Custodial Assistant
First Aid Assistant
Data Entry Assistant
Cashier Assistant
PBX Operator Assistant
Newspaper Reporter
Newspaper Advertising Assistant.

LEVEL III

Tutor
Interpreter
Sign Maker
Graphic Artist Assistant
Technician
Lab Assistant III
Campus Safety Assistant
Optics Assistant
Computer Assistant III

3.4 On-Campus Placement

Initial Placement:

Employing departments will be responsible for recommending the initial level of jobs, subject to review and approval by the Financial Aid Work-Study Coordinator.

4 REQUESTING WORK-STUDY STUDENTS

4.1 Position Request Procedures

Departments that would like to employ Federal Work-Study Students must **complete a Position Request form** for each position needed. If more than one student is needed for one particular position, only one Position Request form is necessary. Off-campus organizations may complete a Position Request form or submit their own job description.

Copies of current positions will be sent to supervisors in May for any updates or changes for the following academic year. Departments/organizations that return the forms by the requested date will have their updated positions posted in September. Forms that are returned late may not be processed in time for the beginning of the academic year, and the requested changes may not be implemented.

Although Position Request forms will be accepted throughout the academic year, departments should be aware that the number of students available to work late in the year is not nearly as great as in the beginning of the academic year. Work-study hiring *may* take place in the spring and summer terms depending on funding levels.

Please provide specific details regarding the job duties and skills/experience required for the jobs. The information will be used to place the position on the appropriate pay level. Incomplete information may result in an inaccurate assignment on the pay scale or may **require additional** follow-up to clarify the information. Also students may choose to not apply for a position for which the duties and qualifications are not clearly stated.

4.2 Financial Aid Office Review of Position Requests

All Federal Work-Study Position Requests must be **reviewed and** are subject to approval by the Financial Aid Office.

The Financial Aid Office reserves the right to deny a department's or organization's Work-Study position and/or pay level request.

4.3 Posting Federal Work-Study Jobs

Approved work-study positions will be posted on-line at <http://www.pcc.edu/resources/tuition-fees/financial-aid/work-study/> two weeks prior to the beginning of each term that hiring will take place, until the 4th week of the term.

Students can also check out job books that list all work-study jobs from each PCC Financial Aid Office and PCC library.

Only job descriptions authorized by the Financial Aid Office may be posted on-line or in the job books.

Departments and organizations may use other means of advertising approved positions (i.e., school newspaper, campus bulletin boards, etc.) at their own discretion.

5 HIRING PROCEDURES

5.1 Student Responsibilities

Before a student is authorized to be hired in a Federal Work-Study position, the student must:

- Be determined to be eligible for Federal Work-Study by the Financial Aid Office.
- Have signed a Financial Aid award notification letter.
- Be enrolled at least half-time and be making satisfactory academic progress as defined by PCC in accordance with federal and institutional guidelines.
- Have completed the Federal Work-Study Orientation on-line and completed an IRS W-4 form.

Once the student has met the above requirements, the student must go to a PCC financial aid office in person to receive a PCC Federal Work-Study Employment Authorization.

The student is instructed to review the position descriptions and contact the appropriate department(s) or organization(s) for an interview.

5.2 Department/Organization Responsibilities

Departments/organizations are responsible for interviewing and making hiring decisions.

Departments/organizations should not hire a Federal Work-Study student who has not been given a PCC Employment Authorization form that is completed and signed by the Financial Aid Office. *If a student is hired without official authorization and it is determined that student is not eligible for funding, the department/organization must be responsible for 100 percent of any earned wages.*

The Employment Authorization form must be completed and signed by the department/organization for those students hired. Indicate the same level and rate of pay that was approved for the position.

The Financial Aid Office will complete the “Work-Study Funds Authorized” or “Revised Award” amounts on the form. Because students can be employed in only one position at any time the entire amount of the student’s funds will be allocated to the department/organization.

On-Campus supervisors must complete an I-9 form with the student. Forms can be found at <http://www.pcc.edu/hr/employment/i9.html>. Off-campus supervisors must direct the students that they hire to make an appointment with the work-study coordinator to complete an I-9.

Departments must send all copies of the completed and signed Employment Authorization form and the I-9 form to HRIS CA SSB 300. **Off-campus agencies must mail the Employment Authorization form to the Work-Study Coordinator for review.**

The student may begin working as soon as the Employment Authorization form is signed and returned to the Financial Aid Office but not before the beginning of fall term. Beginning and ending dates for employment are published on the Employment Authorization form. Students may not work beyond the official end of Spring term.

Only one Employment Authorization form per academic year is necessary for each student unless the student changes jobs. In that case, a new Employment Authorization form must be obtained from the Financial Aid Office and completed and returned by the new supervisor. Students are required to remain with the same employer for the academic year as the employing department has invested training time and may have scheduled work hours for the student for the academic year. Work-study job changes will be allowed on a case-by-case basis only and must be approved by the PCC Work-Study Coordinator.

If a student's Federal Work-Study eligibility changes during the term, the Financial Aid Office will complete a revised Employment Authorization and forward a copy to the department/organization and a copy to the Human Resources Office.

If a student is disqualified due to lack of satisfactory academic progress, the supervisor will be notified. Supervisors need to be aware that grade changes could change a student's eligibility, as can the appeals process. If you receive a notification of suspension of Work-Study eligibility, discuss with your student whether s/he has appealed or checked for grade changes.

6 LENGTH OF STUDENTS' ASSIGNMENTS (AWARDS)

6.1 Summer Term

PCC may fund students with Institutional Work-Study funds during summer term. Funding decisions regarding summer work-study awarding are made in May of each year.

6.2 Academic Year

Student awards are for the academic year with the following exceptions

- The student has chosen to attend only one or two terms.
- The student will exceed the maximum credits allowed for funding during the academic year and therefore is only eligible for one or two terms of funding.
- The student becomes disqualified from financial aid due to lack of satisfactory academic progress or drops to less than half-time attendance.
- Please note: if a student drops below 6 credits they become ineligible to participate in the Federal Work-Study program and must stop working immediately.

6.3 Maximum Hours Allowed

Students may not work more than eight (8) hours per day or forty (40) hours per week. Most students work between 8 to 15 hours per week.

Students may work during the winter break and spring break if they have sufficient funds remaining in their term award to cover earnings and have adequate supervision. Students may not work between spring and summer term.

The student must also be registered for a minimum of 6 credit hours for the upcoming term.

Students may work during evenings and weekends as long as the department/organization has regular evening and/or weekend hours and the student has adequate supervision.

7 HOURS OF WORK

7.1 Calculation of Available Hours

Actual hours worked per week depends on the total amount of a student's award per term, the Level of Pay and the number of weeks in the term. For example:

If a student has a \$1000 award for fall term and will have a pay rate of \$8.00 an hour, divide \$1000 by \$8.00 and you will find that the student can work 125 hours fall term. If the term is 11 weeks long, divide 125 by 11 and you will find that the student can work 11.36 hours per week.

It is the responsibility of the Federal Work-Study student, with the supervisor's assistance, to determine individual hours available to work each term.

The decision regarding the actual number of hours worked will be made by the supervisor with consideration for the maximum hours allowed, the requirements of the position and the student's availability.

The Employment Authorization form will reflect the student's funding by terms for the academic year. Students cannot earn more than what is allocated per term. This prevents an over-award in their financial aid funding and encourages them to budget their money and allows adequate time for studying. Students should work with supervisors to monitor money earned during the term.

If a student does not earn all the funds awarded for a term, the funds DO NOT carry forward into the next term. Each term's funding is considered independently.

Students may work for only one supervisor/organization at any given time.

7.2 Overtime

NO OVERTIME IS ALLOWED AT ANY TIME!

Any hours reported on the Time Sheet that exceed the maximums allowed will not be covered with Federal Work-Study funds and will be charged 100 percent to the department's/organization's budget.

7.3 Working Over Holidays

If the department/organization is closed for an official holiday, the student is not allowed to work during that time.

7.4 Studying During Working Hours

Federal regulations state that a supervisor must sign the student's time sheet verifying that the student has worked and earned the amount being paid and that the work was performed in a satisfactory manner. Students should not be allowed to study during working hours. Part of the intent of the Federal Work-Study program is to prepare students for the work force and instill in them appropriate behavior and expectations.

8 TIME REPORTING

8.1 Time Sheet Completion

A bi-weekly time sheet must be completed for each student in order for the student to be paid. Time sheet forms are available from the Business Office on each campus or PCC's Web site at <http://intranet.pcc.edu/finance/payroll/timesheets.htm>.

The hourly rate of pay and position number-suffix can be found on the supervisor's copy of the Employment Authorization form. Federal regulations require once the time sheet is signed by the supervisor it cannot be returned to the student. The supervisor is responsible for submitting the completed time sheet to the Payroll Department. The address is on the bottom of the time sheet.

Off-campus supervisors must fax work-study time sheets to the Financial Aid Office for review at 503-977-4965. They will then be forwarded to the payroll department.

Supervisors are responsible for the accuracy of the information reported on the time sheet. The supervisor's signature attests to the accuracy of the hours worked as well as to the satisfactory performance of the student. The signature also indicates that the student was completing tasks as outlined in the Federal Work-Study job description.

8.2 Late Time Sheets

Late time sheets will not be processed by the Payroll Office but will be included in the next payroll run. Students may request a draw for up to 70% of the late time sheets projected earnings. The supervisor and student must complete a **Request for Wage Draw** form available on the PCC web site <http://intranet.pcc.edu/finance/payroll/Forms/DRAW.doc>.

8.3 Payday/Check Disbursement

Students are paid by check. Checks will be mailed to the student's home address as it appears in the PCC Banner system. Students are encouraged to participate in the Automatic Payroll Deposit (Direct Deposit) program. Students receive a schedule of paydays with their Employment Authorization Form. This is also available on PCC's web site at <http://intranet.pcc.edu/finance/payroll/Forms/dirdep.xls>

9 MONITORING STUDENT EARNINGS

9.1 Department/Organization Responsibilities

The employing department/organization is responsible for keeping track of students' earnings and for not permitting a student to work beyond the amount of their **eligibility per term** as indicated on the Employment Authorization form.

Any earnings which exceed the student's eligibility may be charged 100 percent to the department/organization budget.

9.2 Financial Aid Office Responsibilities

The Financial Aid Office will also monitor students' earnings. However, it should be noted that the Financial Aid Office does not become aware of the students' earnings until after the student has been paid and the student could have continued working in the interim.

If the student over-earns his/her Federal Work-Study eligibility, the Financial Aid Office will reduce the student's eligibility for the following term and notify the department/organization of the reduction. If the overpayment occurs during the student's last term of eligibility, funds for the following year may be reduced.

10 SUPERVISION OF STUDENTS

10.1 Good Supervisor/Good Work-Study Experience

The key to a successful Federal Work-Study program is good supervision. Supervisors must be teachers in the work place. They are experts in their field but should be able to teach skills to students. Supervisors need to offer a good work environment, train, motivate and evaluate students. They must relate to students.

The work must be real. Students want to know that what they do is important. It is ideal if the work is related to the student's academic pursuits, however, if the work is of value to PCC or to the community with our off-campus employers, then it is also considered to be meaningful.

10.2 Tips for Supervisors of Federal Work-Study Students

Prepare for your student worker's first day. If necessary, set aside a work area and equipment/supplies. Let the student's co-workers know when s/he will begin so they, too, can prepare for the student worker's arrival. Have tasks ready so the student can begin working.

Explain your expectations of the student, the roles of the team members, and available resources.

Assign a staff member of the office to be the student's mentor.

Offer informal feedback frequently. Give positive feedback as well as suggestions for improvement. Also ask the student to communicate openly with you.

Have extra work available if your student completes assigned tasks.

Show sincere interest in the student worker and enjoy his/her fresh outlook, energy and enthusiasm.

11 UNSATISFACTORY WORK PERFORMANCE

11.1 Definition of Unsatisfactory Work

Federal Work-Study students are expected to perform and conduct themselves in the same manner as any other employee.

Unsatisfactory work performance may include, but is not limited to: incompetence, violations of work rules or procedures, chronic tardiness, failure to show up for work without prior approval from the supervisor, dishonesty, use of alcohol or drugs during working hours, insubordination.

11.2 Guidelines for Resolving Problems

If a Federal Work-Study student employee does not perform in a satisfactory manner, it is recommended that the following procedures be followed:

- A conference between the student and the supervisor should be conducted to inform the student about the problem, to provide suggestions for improvement, and to agree upon a time during which the student must improve.
- If by the agreed upon date there is little or no improvement, the supervisor may terminate the student.
- If the student is terminated, the supervisor should notify the Financial Aid Office, in writing, about the situation.

In some cases, the department/organization may terminate the student without following the suggested procedures above, depending upon the seriousness of the infraction.

Supervisors who are experiencing difficulties with a student are free to consult with the Work-Study Coordinator before any action is taken.

12 INJURY ON THE JOB

12.1 Reporting of Accident/Injury

All supervisors are responsible for reporting on-the-job accidents/injuries for their Federal Work-Study students.

If there is an accident/injury to an on-campus Federal Work-Study student, the PCC on-campus supervisor must contact the public Safety Department on their campus.

If there is an accident/injury to an off-campus Federal Work-Study student, the supervisor must contact the Work-Study Coordinator immediately.

13 SITE VISITATIONS

13.1 General Policy

The Financial Aid Office reserves the right to periodically conduct on-site visitations of any Federal Work-Study place of employment at any time. The purpose of the site visitations is to determine whether students are doing appropriate work and whether the Federal Work-Study policies and procedures are being followed in the appropriate manner.