



**San Joaquin Delta College  
Student Employment Handbook  
<http://finaid.deltacollege.org>**

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## **SAN JOAQUIN DELTA COLLEGE (SJDC)** **Federal Work-Study (FWS) Employment Handbook**

### **SECTION 1: WHAT IS FEDERAL WORK-STUDY?**

Federal Work-Study is one of several federal grants offered through Financial Aid and Veterans Services (FAVS). In order to be considered for FWS, students must apply for and be eligible to receive Federal Financial Aid.

Federal Work-Study offers students the opportunity to earn money through part-time employment. Jobs are located both on-campus and at off-campus non-profit or governmental agencies that contract with SJDC. The program allows the student to gain work experience and pay for a portion of educational expenses as the award is earned.

The FWS award specifies the total amount a student is eligible to earn for the fiscal year, July 1 through June 30. Rather than receiving a check at the beginning of each semester as with other grants, students receive their work-study award as earnings from their job in the form of a payroll check.

### **SECTION 2: HOW STUDENTS APPLY FOR FWS**

**The process:** To be eligible for FWS each academic year, students must:

1. **COMPLETE** and **SUBMIT** the Free Application for Federal Student Aid (FAFSA) every year as soon as possible, after January 1.
2. **MARK** "yes" on the FAFSA that they are interested in "work-study".
3. **COMPLETE** and **SUBMIT** all requested documents to FAVS
4. If you failed to indicate FWS interest on FAFSA you can be placed on the waiting list via phone or in person.

By May 30, students who have completed their financial aid file may be mailed a flyer from FAVS giving further instructions on the FWS process. Students must take the flyer to FAVS by the date on the flyer or the offer of FWS will be cancelled

Once FWS funds are depleted, students can still apply for financial aid and request FWS, but we cannot guarantee future availability of funds.

### ***SECTION 3: FWS POLICIES***

#### **Guidelines include the following:**

1. A FWS flyer will be mailed to students by May 30. The offer of FWS will be canceled if students do not respond by the date on the FWS flyer. **FWS IS AWARDED ON A FIRST-COME, FIRST-SERVED BASIS.**
2. Students must be enrolled in at least 6.0 units for the fall and spring semesters, in which they are working AND maintain a 2.0 GPA or better. To work in the summer, students do not need to attend school but must plan on attending SJDC in the fall.
3. Students may not work over 20 hours per week while school is in session (this includes finals week). Students may work up to 40 hours per week during school breaks (this is subject to change) and may not work over eight (8) hours per day-**NO OVERTIME IS ALLOWED.**
4. Students can work up to 2 on campus jobs or one off campus job. If students work 2 on campus jobs, the maximum hours between both jobs cannot be more than #3 above.
5. Students may not earn more than their FWS award amount. **THE EMPLOYING DEPARTMENTS ARE RESPONSIBLE TO COVER ANY DIFFERENCE BETWEEN THE AMOUNT AWARDED AND THE AMOUNT EARNED.**
6. The FWS fiscal year is July 1 through June 30. Students are not paid for what they do not earn. Earnings "left over" from the previous year are not transferred to the next fiscal year. All students must stop working by June 30 even if they have not earned their entire FWS award.
7. If students want to continue working at the same job site after June 30, students must be awarded for the new fiscal year and obtain a new signed FWS Job Referral.
8. Those students who are awarded for only the fall semester must stop working in their position by the last day of fall finals week even if they have a FWS balance remaining. In this situation, students may not continue working into the spring semester until they are awarded and approved by their Financial Aid Analyst for the Spring Semester. **IF STUDENTS ARE REINSTATED TO FWS, THEY MUST REQUEST A NEW FWS JOB REFERRAL.**
9. When there is no activity on a students account for a full pay period, FWS awards will be deleted. **In the event of an unforeseen extended absence, notify both your supervisor and financial aid in writing.**
10. Transferring between work-study programs is not permitted within the same pay period.

### **FWS Awards:**

1. Student's FWS awards range from \$1,000 to \$5,500 per fiscal year. These amounts are subject to change at the discretion of Financial Aid & Veterans Services.
2. The amount of FWS that students are awarded depends on their own individual circumstances and varies from student to student.
3. Sometimes a student's FWS award is adjusted based on other types of assistance granted. If this happens FAVS will notify the student and supervisor via email or any award changes.

**\* PAY INCREASES REQUIRES COMPLETION OF A NEW FWS REFERRAL\***

### **SECTION 4: HOW STUDENTS OBTAIN FWS EMPLOYMENT**

Jobs available to FWS students are in SJDC departments and at various non-profit or governmental agencies throughout the district.

#### **STEP ONE: The FWS Student Contract (see Sample Forms)**

1. When students receive the FWS flyer mailed to them in May, they need to return the flyer to FAVS by June 15. At that time, students will be given a FWS Student Contract & Employment Handbook to read.
2. Students are to initial, sign, and submit the FWS Student Contract to FAVS (this process replaces the FWS Orientation).
  - Students planning to start work during the summer (7/1 up to the day before the fall semester starts) must submit the initialed FWS Student Contract to FAVS & pick up a FWS Job Referral by 6/15.
  - Students not planning to start work until the first day of the fall semester or soon after must submit the initialed contract to FAVS & pick up a FWS Job Referral by 9/15.
  - Depending on availability of FWS funds, dates for deadlines will be established for students that may be awarded after 9/15.
3. At this point, students will receive a Checklist to Start Work (See Sample Forms).

#### **STEP TWO: The FWS Job Referral (see Sample Forms)**

Students need to complete the Student portion of the Job Referral and take it to the job interview (Step FIVE, #1).

The Request is valid for 10 working days only. That means the student needs to locate a job and return to FAVS within 10 working days or he/she will not receive FWS for the fiscal year. Failing to respond by due date will result in the FWS award being deleted.

### **STEP THREE: Locating a Job**

Job descriptions are located on the SJDC web page at <http://finaid.deltacollege.edu>. Students should:

1. **APPLY** for jobs that are of interest and for which the student meets the minimum qualifications.
2. **CONTACT** the supervisor/lead listed on the job description to schedule an interview.

**IN ORDER TO VIEW ANY AVAILABLE FWS JOB ON THE DELTA WEB PAGE, STUDENTS MUST HAVE AN ACTIVE FWS AWARD.**

### **STEP FOUR: The Job Interview**

Students need to:

1. **TAKE** the FWS Job Referral with them to the interview (Step FIVE, #1).
2. **DISCUSS** job responsibilities, work schedule, amount of student's FWS award, and any other concerns or questions with the prospective supervisor.
  - Be on time and dress appropriately for the interview.
  - Students may be required to take a test (typing, filing, etc.).

Being awarded FWS does not guarantee students a job. If students are not hired, they should not become discouraged. Students need to return to FAVS or the SJDC web page and review additional job descriptions.

### **STEP FIVE: After Students are Hired**

Students are to:

1. **GIVE** the FWS Job Referral to the supervisor for him/her to complete the Hiring Department/Agency portion. Division chairperson/agency representative must also sign the referral.

By signing the referral form, the student, supervisor/lead, and division chairperson/agency representative are agreeing to all terms of the FWS program.

**IF THE REFERRAL IS NOT COMPLETE, IT WILL NOT BE ACCEPTED.**

2. **RETURN** the **completed** FWS Job Referral to FAVS by the due date on the referral.
3. **HAVE** a current TB test.
  - If students have had a TB test in the last 4 years, they can submit the results to SJDC Office of Human Resources located in Administration 202.
  - For those students needing a TB test, they can obtain a TB referral form from FAVS after they are hired. SJDC pays for the TB test.
  - Students working at off campus sites need to check with their supervisor to see if they need to get a TB test more often.
4. **COMPLETE** an employment application if students are new to the FWS Program. Request this application from FAVS.
5. **UPDATE** W-4 (withholding allowance) if desired and change of information (address, etc.) in Human Resources, Admin. 202, if you are a continuing FWS student.

**NOTE:**        **Students MUST NOT START WORK until they have cleared all background requirements. They must also have submitted their TB test results and employment application to SJDC Human Resources.**

**SECTION 5:        DEPARTMENT/AGENCY SECURING A FWS EMPLOYEE**

**On Campus Departments:**

1. Supervisors need to check with their Division chairpersons to confirm that supervisors have a budget to hire a FWS student.
2. Once it is determined that supervisors have a FWS budget, they need to complete a FWS Job Description form (see Sample Forms) and submit this form to the FWS Coordinator. Job Description forms can be obtained by either contacting FAVS or by printing the form from the SJDC Web site.
3. SJDC Office of Human Resources establishes job titles and hourly rate of pay for SJDC department positions. Supervisors can view the new job titles and rates of pay on the SJDC web page. Copies can also be obtained from the FWS coordinator or Human Resources.

4. Once the FWS Coordinator receives the Job Description (s), they will be advertised on the SJDC website as requested.

**\* PAY INCREASES REQUIRES COMPLETION OF A NEW FWS REFERRAL\***

**Off Campus Agencies:**

1. **MUST** be non-profit or governmental in order to participate in the FWS Program.
2. **DETERMINE** the hourly wage (must be at least minimum wage) to be paid.
3. **ARE RESPONSIBLE** for approximately 35% of the student's hourly wage. This includes 30% of the student's wage, 3% administrative charge, and the current rate for Worker's Compensation (subject to change yearly).
4. **WILL BE BILLED** monthly by the SJDC Human Resources for the 35%.
5. **MUST SET UP** a contract with SJDC by doing the following:
  - Request from the FWS Coordinator a contract information packet consisting of a Contract Information form, Authorized Signature form, and a blank Job Description form. This packet will be automatically mailed in April each year to current participating agencies.
  - Complete and return the forms from the packet to the FWS Coordinator. Once these items are received, a contract will be prepared and signed by the SJDC President and Vice-President of Student Services.
  - Review and sign the 4 copies of the contract mailed to the agency. The agency retains one copy of the contract for its records and returns the other 3 signed copies to the FWS Coordinator.
  - Agencies can start hiring after the signed contract is received by FAVS. At that time, Job Descriptions will be advertised for students to review.

**Recruiting FWS student employees:**

Every student offered FWS completes a FWS Information Sheet (see Sample Forms) that lists his/her various skills and abilities. FAVS keeps track by entering the information into a database. When students with specific skills are needed, the FWS Coordinator can issue a report with the names & phone numbers of those students for departments/agencies to recruit.

***SECTION 6:           RESPONSIBILITY OF FINANCIAL AID AND VETERANS SERVICES***

FAVS has the responsibility to:

1. **DETERMINE** eligibility and notify students of their FWS awards.
2. **PROVIDE** FWS Student Employment Handbook to both supervisors and students.
3. **PROVIDE** employment applications to students.
4. **ACCEPT** and make available job descriptions to FWS students.
5. **DIRECT** the Job Referral process and submit signed referrals to SJDC Human Resources.
6. **NOTIFY** students, departments/agencies, and SJDC Human Resource of the student's FWS balance.
7. **MONITOR** student unit enrollment.
8. **REVISE** awards when appropriate and mail revised job referrals to the student and supervisor/lead.

**STUDENTS WILL BE NOTIFIED VIA EMAIL**

***SECTION 7:           RESPONSIBILITY OF THE FWS STUDENT***

Students are expected to fulfill their responsibilities by understanding and performing the following:

1. ALL the steps in SECTION 4: How Students Obtain FWS Employment.
2. Policies and procedures of the:
  - Hiring department/agency.
  - FWS polices & Financial Aid Terms of Offer
3. When students are hired as employees, they become depended on as members of a work unit. Student employees should:
  - Report to work on time.
  - Notify their supervisor as soon as possible when they will be late or unable to report to work.
  - Refrain from conducting personal business on the job.

- Perform to the best of their ability.
  - Dress appropriately for the work location.
  - Observe confidentiality policies of the employing office.
4. Students need to notify FAVS and their supervisor if they want to terminate the FWS position. It is appropriate to give the supervisor at least 1 week notice; 2 weeks is preferable.
5. Students MUST STOP WORKING and request a FWS Termination form (see Sample Forms) if they:
- Drop below 6.0 units.
  - Earn their entire FWS award.
  - Are disqualified from receiving financial aid.
  - Violate any of the other Terms of Offer.
6. Students are to keep track of hours worked (see Sample Forms) ensuring they:
- Work no more than 20 hours a week during school (through finals week).
  - Work no more than 40 hours a week during vacation time.
  - Do not work more than their FWS award amount **(EMPLOYING DEPARTMENTS THAT ALLOW STUDENTS TO EARN MORE FUNDS THEN THEIR FWS AWARD MUST PAY THE DIFFERENCE OUT OF THEIR DEPARTMENTS BUDGET)**
  - Never work more than 8 hours a day.
  - Never work overtime
  - Take a 15-minute break every 4-hour shift worked.
7. Students submit time cards to their supervisor by the end of each pay period.
8. If students are working 2 on campus jobs, they are to inform both supervisors. This can be done by having both supervisors complete the Student Working 2 FWS Jobs form (see Sample Forms). The form can be obtained from FAVS.
9. If an employment problem arises, students need to talk to their supervisor. If the problem is not resolved, students are encouraged to contact FAVS for advice.
10. To ensure that students receive their paychecks at the correct address, students need to update their information in:
- Financial Aid & Veterans Services-Holt 101
  - Admissions & Records-Holt 101
  - SJDC Human Resources-Administration 202

***SECTION 8:            RESPONSIBILITY OF EMPLOYING DEPARTMENT/AGENCY***

All supervisors have the responsibility to:

1. **ATTEND** a FWS Supervisors Orientation.
2. **PROVIDE** job descriptions to Financial Aid & Veterans Services (FAVS).
3. **SCREEN** students as to their skills and abilities since **FAVS DOES NOT DO THIS**. Administering tests, such as filing and/or typing, is certainly appropriate.
4. **SIGN** the FWS Job Referral along with the Division chairperson/agency representative.
5. **ALLOW** students to start work **ONLY AFTER** the Referral and Human Resource process is complete.
6. **PROVIDE** students with timecards & payroll schedule.
7. **TRAIN AND SUPERVISE** FWS students.
8. **MONITOR AND VERIFY** student hours worked on time sheets.
9. **KEEP** track of hours students have worked and their remaining FWS balance. (Use **sample balance sheet**)
10. **COMPLETE AND SIGN** timecards with the Division chairperson/agency representative and submit to SJDC Human Resources by established deadline. **FAILURE TO DO SO WILL RESULT IN A THE STUDENTS AWARD BEING DELETED.**
11. **RESOLVE** employment disputes or refer issues that cannot be resolved to FAVS.
12. **COMPLETE** a FWS Termination form when:
  - Departments/agencies no longer need the student.
  - Students earn their entire FWS award.
  - Students drop below 6 units.
13. **TERMINATE** students that are working on 6/30 (the last day of the award year).

**EMPLOYING DEPARTMENTS MUST TERMINATE ALL STUDENTS WHO ARE ON ACADEMIC PROBATION UNTIL GRADES ARE POSTED.**

**ALL SUPERVISORS ARE MEMBERS OF THE MANAGEMENT TEAM. ANYONE OTHER THEN A MEMBER OF THE MANAGEMENT TEAM MUST BE CONSIDERED AS A LEAD PERSON.**

**SECTION 9:        RESPONSIBILITY OF THE SJDC OFFICE OF HUMAN RESOURCES**

Human Resources has the responsibility to:

1. **ENSURE** that all documents required for employment are received from FWS students.
2. **PROVIDE** time cards and pay schedules to departments/agencies.
3. **CHECK** student time sheets submitted by department/agency supervisors.
4. **RESOLVE** any discrepancies in reported time, ensuring that students do not report more than:
  - 20 hours worked per week during school and through finals week
  - 40 hours worked per week during vacations
  - 8 hours per day.
5. **CONFIRM** students' monthly FWS award balance and do not pay FWS wages above that amount.
6. **DISBURSE** payroll checks to the student workers by mail.

**SECTION 10:      TRACKING HOURS**

1. Since students and supervisors have the most current information on the hours students have worked, they are responsible for keeping track of students' FWS balance (a form called Work-Study Award Usage is provided in the Sample Forms).
2. After each pay period, students, departments/agencies, and SJDC Human Resources will receive a FWS Balance Letter that shows the amount of the student's FWS award, the amount that has been paid, and the student's remaining balance. Divide the balance by the rate of pay. This equals the number of hours the student has available to work from the "as of" date on the FWS Balance Letter. If the student has worked since the "as of" date on the FWS Balance Letter be sure to subtract those hours from the calculated available hours.
3. When a student's FWS balance is less than \$500, FAVS will mail, as a courtesy, a Warning letter to students, supervisors, and SJDC Human Resources. This letter is a reminder to keep very close track of the student's hours as the entire FWS award is almost earned.

4. This process can appear complicated. Please contact FAVS if you need assistance.

## ***SECTION 11: PAYROLL***

### **Wages:**

1. Pay varies from minimum wage per hour and up.
  - SJDC departments are to follow the job titles and rates of pay as outlined by SJDC Office of Human Resources.
  - Off campus agencies determine their own job titles and rates of pay (starting pay must be at least minimum wage).
2. FWS wages are:
  - Taxable
  - May affect food stamps, social security, and unemployment, but FWS should not affect TANF (cash aid). Students receiving any of these benefits should contact the responsible office.

### **Paychecks:**

1. Paychecks are mailed on or around the 10<sup>th</sup> of each month to the address on file in Admissions & Records.
2. There are several reasons why students may not receive their paycheck:
  - Students may not have worked long enough to receive a paycheck. Use the timecard schedule to check the reporting period.
  - USUALLY the paychecks are mailed one day prior to the pay date; however, sometimes the checks are mailed on THAT day. Check the pay date on the timecard schedule.
  - Students may not have completed a FWS timecard. Students should check with their supervisor.
  - The address on file in Admissions and Records AND FAVS may be incorrect

### **STUDENTS CANNOT BE PAID UNDER FWS UNDER THE FOLLOWING CONDITIONS:**

- *Students may not have completed the entire payroll paperwork, including submitting TB test results to SJDC Human Resources.*

- *Students may not have completed the FWS Job Referral process or returned the signed FWS Job Referral to FAVS.*
3. If all steps were completed in #2 above, and the student did not receive a paycheck, contact SJDC Human Resources in Administration 202.

**Timecards & pay schedule:**

1. FWS uses the GOLD colored timecard.
2. Timecards & pay schedules can be obtained from:
  - SJDC Human Resources for departments/agencies.
  - Supervisors for student employees.
3. Students are to record hours worked on their timecard. Once completed, students need to:
  - **Sign** the timecard
  - **Retain** one copy
  - **Give** original timecard to supervisor before the date the timecard is due in SJDC Human Resources.
4. It is the responsibility of the campus department/employing agency to have timecards to payroll by the due date. **STUDENTS MAY NOT PICK UP OR DELIVER TIMECARDS TO HUMAN RESOURCES.**

***SECTION 12:     TERMINATIONS***

Students or supervisors should request from FAVS a FWS Termination Form (see Sample Forms) for the student and the immediate supervisor to sign. The signed termination form needs to be returned to Financial Aid Office and Veterans Services.

1. Students will be terminated from their FWS employment if students:
  - **DROP** below 6.0 units at any time during the semester
  - **DO NOT MAINTAIN** a 2.0 GPA or higher.
  - **EARN** their entire FWS award.
  - **ARE LAID OFF** by their employer.

- **VIOLATE** any of the Terms of Offer included with the award notice.
2. If students want to quit their job, they need to inform their supervisor and FAVS by giving proper notice-1 to 2 weeks if possible.
  3. If students terminate from one position and want to transfer to another job, they must be hired and request a new FWS Job Referral within 5 days of termination. Failure to do so may result in the cancellation of a student's remaining FWS balance.

**SAN JOAQUIN DELTA COLLEGE**  
**Financial Aid & Veterans Services**  
**Federal Work-Study Program**

**SAMPLE FORMS**