



Federal Work-Study Program
SUPERVISOR'S HANDBOOK



- ❖ Memorandum from Director of Financial Aid
- ❖ Student Employee Request/Certification Form
- ❖ Supervisors Memo Timesheets
- ❖ FWS Program
- ❖ Federal Work Study Expectation
- ❖ Job Description Form
- ❖ Confidentiality Form
- ❖ Termination Form
- ❖ Interview Form

TO: FACULTY

FROM: Chandra Smith/Financial Aid Counselor

DATE:

RE: Work Study Student

If you would like to have a work study student for 2009/2010 academic year, please complete the work study request form and return to Mrs. Smith, Financial Aid Office, Ellison Hall immediately or by September 1, 2009 Thank very much for your immediately attention.

**VIRGINIA UNION UNIVERSITY
FEDERAL COLLEGE WORK-STUDY PROGRAM
STUDENT EMPLOYEE REQUEST AND CERTIFICATION**

Division/Department: _____

Department Number: _____ Supervisor: _____

Telephone Number: _____ How Many Students Needed? _____

Positions Needed: _____

CERTIFICATION

On behalf of the Department listed above, I hereby request participation in the Federal College Work Study Program. I understand and agree to the following:

1. I will not employ a student under the FCWSP until he/she has submitted and signed FCWSP Student Work Contract.
2. I will not permit a student to work more than his/her scheduled hours per week, as specified on the FCWSP Student Contract.
3. My department will be responsible for payment of any unauthorized hours worked by students under my supervision.
4. Students will be paid only for the hours worked in my department.
5. Timecards will be completed, evaluated, and returned to Financial Aid in accordance with the FCWSP Pay Schedule.
6. I will accept for employment any student referred to me by the Financial Aid Office, unless the student lacks the required skills for the position needed or has scheduling

conflicts.

7. I will distribute this information to all Departmental staff, who supervises FCWSP,
Too insure full compliance with the above.

Supervisor **Signature of**

Date

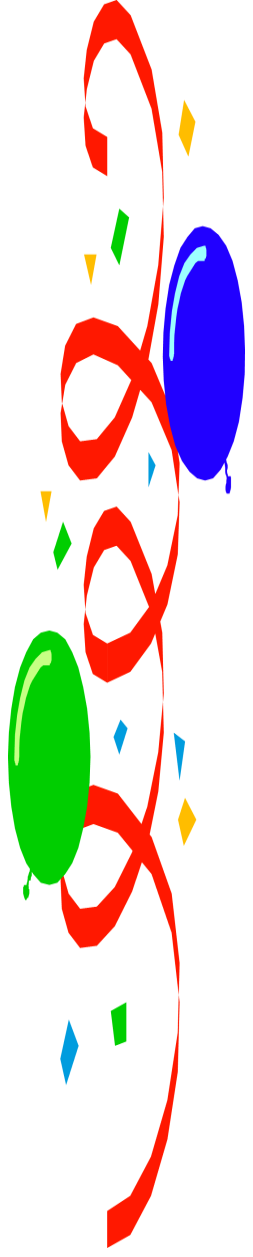
VUU Email

Memo

To: Work-Study Supervisors
From: Chandra Smith/ Financial Aid Coordinator
Date: August 4, 2009
Re: Work-Study Students

Beginning August 17, 2009 students will be sent to you for a job interview. If you have any questions, please contact me at ext. 5764.

**Financial Aid Office
Federal College Work- Study Program**



I. What is Federal Work Study?

- The Federal College Work-Study Program is a Title IV Program, that stresses self help and enables students to work while attending school.
- Federal Work-Study is available for students who qualify, to assist with paying their educational expenses.

II. What is The Rate of Pay?

- The rate of pay will be at least \$7.50 per hour.
- Off-Campus employment will be no less than \$8.75 per hour

III. When will students receive payment?

- A time card, signed by student and supervisor, is submitted to the Financial Aid Office on the first day of the month.
- A check will be issued on the 15th of the following month.
- Payroll checks are issued in Student Accounts at Lombardy and Leigh Street.
- Students are only paid for hours worked.
- There are no benefits.

IV. How Many Hours Can A Student Work?

- The hours that a student is allowed to work will be stated on the FWS contract.
- Students are normally allowed to work 15 hours per week.

V. What Documents are Needed Before a FWS Contract is Issued?

- I-9 Documents:
 - a) Valid State issued Drivers License or State I.D. card with photograph
 - b) Signed copy of your Social Security Card
 - c) Resume
- See I-9 Form for details

VI. When Will FWS Contracts be Issued?

- Federal Work-Study Contracts will be available in the Financial Aid Office, first floor, Ellison Hall.
- Late FWS contracts will be available on the days and time listed in the Financial Aid Office, first floor, Ellison Hall.
- **FWS Contracts issued after August will have their Work-Study adjusted for the year. Example: A student scheduled to earn \$1,000.00 for the fall semester and is late picking up the contract will have the award reduced for the fall semester. (ex.\$900)**

VII. What If FWS Contract is not picked up?

- Student and parent will be responsible for that portion of the bill that would have been covered by the Federal Work-Study Program.
- Contracts must be picked up by **September 30, 2009**
- Federal Work-Study will be canceled after this date

VIII. When Do Students Report To Work?

- Students will start working **September 1, 2009**

IX. Can a Student Cancel His/Her Work-Study Award?

- Yes.
- This will make both you and your parents responsible for that portion of your bill that would have been covered by the Work-Study Program.

X. Important:

- **Students must have an approved Federal Work-Study Contract issued by the Financial Aid Office.**
- **Students working without an approved Federal Work-Study Contract will not be paid.**
- **Students will not be able to transfer Work-Study jobs once assigned.**

XI. Dress Code:

- **Students must be well groomed and neat.**
- **No “short shorts,” “short skirts,” and/or extremely tight clothing, etc.**
- **No head wraps- (hats and do-rags)**
- **No exposed midriffs or backs**

XII. What Are the Advantages Of students working Off Campus?

- **Career Development/ Employment in their major**
- **May lead to a full-time job**
- **Improve their networking and communication skill**
- **Rate of pay will be \$8.75 an hour**

XIII. Appendix



**Federal Work-Study Job Description
Virginia Union University
Financial Aid Office**

Please return to the job description in your area

Department: _____

Position: _____

Duties:

Skills Required:

Federal Work Study Expectations

I. I understand that I must assist in maintaining good office decorum.

A. Student employees are expected to be courteous to all members of the University Community and to any visitors that may visit the campus.

- 1) **Politeness**- Politeness is an asset to any office. Try to develop the habit of being polite at all times.
- 2) **Pleasant**- A smile is always needed in any surrounding; it can help a difficult day. **SO SMILE!!**
- 3) **Friendly**- Try to acquire the habit of being equally friendly to all persons in your work area and on campus.
- 4) **Cooperation**- Cooperation is the key to a job well done. Share your talents and expertise with others.

B. Telephone decorum- There will be times when you will be needed to take incoming calls and to make outgoing calls, therefore, correct usage of the telephone is necessary.

- 1) Develop the habit of picking up a pen and reaching for a pad to write on as a phone message.
- 2) Try to answer the telephone at least by the third ring.
- 3) Identify the office by saying “The _____ Office, may I help you please?” Always answer as clear and pleasant as possible.
- 4) Do not continue to talk to someone in the office after you have picked up the receiver.

II. I understand that my discussion in the Office must be limited to business only.

III. I understand that I must wear the appropriate attire in the Office (listed in “Frequently asked questions”).

IV. I understand that I must report to work as scheduled.

- 1) **Punctuality**-Observe your work-study hours carefully. If there is a need to be absent, please notify the Office in advance so that the work routine can be adjusted.
- 2) The student worker is expected to work out a satisfactory work schedule with his or her supervisor and abide by it.
- 3) If illness or some other circumstances prevent you from reporting to work as scheduled, please notify your supervisor or Administrative Assistant in advance of your work time.
- 4) I understand that if I am absent for more than (3) three consecutive days, I may be terminated.
- 5) Excessive tardiness is also grounds for termination.

V. I understand that there will be no eating while at work. All cellular phones and/ or pagers should be on vibrate or off.

VI. I understand that upon arrival of work, I must check in with my supervisor immediately.

VII. I understand that if I am not working, I should not be in the Office unless for business. (A student lounge is located in the Henderson Center).

VIII. I understand that all information in the Office is confidential and I must keep it to myself. ****PLEASE DO NOT RELEASE ANY INFORMATION TO ANYONE REGARDING A STUDENT OR ANY ISSUES DISCUSSED IN THIS OFFICE.****

IX. I understand that I must sign in when I arrive to work and sign out when I depart from work. Never sign “in and out” at the same time. (A spot check will be made from time to time and pay will not be authorized for time not worked).

X. I understand that I should not be wearing headphones while at work.

XI. I understand that personal calls and visits are not permitted. Parents may call the office in case of emergencies.



FORM OF CONFIDENTIALITY FOR WORK STUDY STUDENTS

(On and Off Campus Work-Study)

For security and confidentiality of records and/or data files, Virginia Union University has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Each Work-Study Student at Virginia Union University holds a position of trust relative to maintaining the security and confidentiality of records and must recognize the responsibility entrusted to him/her. Because conduct on or off the job may threaten security and confidentiality of records in any form, each student employee of Virginia Union University is expected to adhere to the following:

1. No one may permit unauthorized use of any information in files maintained, stored, or processed by Virginia Union University.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to him/her by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record except in the conduct of his/her work assignment and in accordance with University policies.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to abet or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to your supervisor at Virginia Union University. If Off-Campus, you must report the violation to your Off-Campus supervisor.

Violation of this code will lead to reprimand, suspension, or dismissal consistent with the personnel policies of this University. Additionally, judicial sanctions may be considered according to the student judicial policies of this University.

I have read and will comply with Virginia Union University's Code of Responsibility for security and confidentiality of records and/or data files for Virginia Union University.

Acknowledged by

Date

Social Security Number

**Virginia Union University
Federal College Work Study Program
TERMINATION FORM**

STUDENT'S NAME: _____

SOCIAL SECURITY NUMBER: _____

DATE OF TERMINATION: _____

REASON:

SUPERVIOR'S SIGNATURE: _____

DEPARTMENT: _____

STUDENT'S SIGNATURE: _____

DATE: _____

FEDERAL COLLEGE WORK-STUDY
Virginia Union University – Financial Aid Office

INTERVIEW FORM

Student's Name: _____

Division/Department: _____

Office Location: _____

Supervisor: _____

Position: Student Assistant

_____ Yes, I do accept _____

_____ No, I do not accept _____

If no, please give reason for denial: _____

Supervisor's Signature:
