



2023 - 2024

Student Employee Handbook

Federal Work Study Program



HOLYOKE
COMMUNITY
COLLEGE

Thank you for taking part in Holyoke Community College's Federal Work Study Program! The Financial Aid Office has awarded you a Federal Work Study as part of your financial aid package. This award provides you with the opportunity to earn money to help with your college related expenses. The FWS program encourages community service work and work related to the student's course of study. Additionally, it is designed to give students a chance to enhance their career skills in a real-work environment and interact with working professionals.

Please keep in mind that accepting a job involves a high level of commitment. You are primarily a student, but you do have certain responsibilities as an employee of the College. In this handbook, you will find information regarding these responsibilities. Please read through it carefully.

Additional information about the Federal Work Study program is available on the College's website. If you have any questions, please feel welcome to contact the Financial Aid Office or one of the staff members listed below. We look forward to working with you and making this a successful and fulfilling experience for you!

Financial Aid Office

Frost 201 ▪ 413-552-2150

financialaid@hcc.edu ▪ www.hcc.edu/finaid

[Federal Work Study Program](#)

[Current Job Postings](#)

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The Federal Work Study Program

Federal Work Study (FWS) is a financial aid program that provides part-time jobs for students with *financial need*, allowing them to earn money to pay for educational expenses. The program encourages community service work and work related to the student's course of study. It is designed to give students an opportunity to enhance their career skills in a real-work environment and interact with working professionals.

Due to limited funding, jobs are not guaranteed to every student. Students must apply for financial aid early and must meet specific eligibility criteria. The job placement procedure is explained in this handbook and must be followed by students before they will be approved to work.

Defining Roles: Supervisor, Designee, and FWS Student Employee

FWS eligible students hired to work through the FWS program are considered employees of the College and must be supervised by an eligible member of the College. The student employee must be made aware of who his or her assigned supervisor is, and the role and responsibilities his or her supervisor has in managing that FWS position. The student employee must also be made aware of other members of the department he or she may work with, and those employees' interaction with the FWS student employee and involvement in the activities of the FWS position.

Supervisor: A Federal Work Study supervisor must be a **non-unit professional (NUP)** who oversees the operations of the office or department in which a FWS student employee is hired to work. This supervisor for the FWS position must be clearly defined for and communicated to the FWS student employee, and the supervisor's contact information must be listed in the posted job description. The supervisor is responsible for directly executing the following duties:

- Write and submit Federal Work Study job descriptions to the Financial Aid Office
- Submit job posting requests to the Financial Aid Office
- Make hiring decisions and provide the supervisor's signature on the *Federal Work Study Student Employee Authorization Form* for each Work Study student employee hired, for each semester of work the student is employed
- Collect the student employee's class schedule and set an agreed upon work schedule with the student employee
- Conduct and administer disciplinary action, and document accounts of disciplinary actions taken
- Confirm hours worked and submit approval for time sheets on SSTA
- Monitor the department's assigned FWS budget and student's earning limit
- Respond to requests or notifications made by the Financial Aid Office, Payroll Office, and Office of Human Resources regarding the student's employment
- Assign a designee, if desired

Designee: The supervisor may assign a designee in the office to work with the student employee. The assigned designee may be a unit member, but must not be a non-benefited employee. **The designee must not perform those duties for which the supervisor is directly responsible, listed above.** If assigned, the designee must:

- Provide the designee's signature on the *Federal Work Study Student Employee Authorization Form* for each Work Study student employee hired, for each semester of work the student is employed
- Report performance and conduct issues requiring disciplinary action to the supervisor
- Provide the supervisor with confirmation of the FWS student employee's hours worked

The designee may:

- Assist the supervisor in the development of Federal Work Study job descriptions
- Submit job posting requests to the Financial Aid Office
- Be the point of contact listed on the job posting for the FWS student employee seeking to apply for the FWS position and schedule an interview
- Conduct the FWS student's interview and make hiring recommendations to the supervisor or participate in conducting the student's interview with the supervisor
- Provide job training for the FWS student employee
- Directly oversee the FWS student employee's completion of assigned duties as outlined in the job description

FWS Student Employee: A FWS student employee is a financial aid recipient who has been awarded Federal Work Study funding as part of his or her financial aid package, by meeting specific eligibility criteria. A FWS student employee is both a student and a hired employee of the College. The FWS student employee must:

- Understand that he or she is being hired as an employee of Holyoke Community College and therefore must act in accordance with and adhere to the College's Code of Conduct and the Family Educational Rights and Privacy Act
- Read the [Federal Work Study Student Employee Handbook](#) and adhere to the policies and procedures it contains
- Refer to the Financial Aid Office regarding questions about FWS eligibility and funding
- Refer to his or her FWS supervisor regarding questions or concerns about his or her job duties
- Immediately report questions or concerns regarding issues of conduct or an inappropriate work environment to the Office of Human Resources, located in the Frost Building Room 341, at phone number 413-552-2111

Expectations & Goals

The FWS student employee is expected to treat his or her employment through the Federal Work Study Program like a "real world" job. This is an opportunity for the student to build skills and enhance the student's resume. The student is expected to adhere to an agreed upon work schedule, maintain good attendance, and work on assigned tasks and duties throughout his or her work shift. Homework should not be done while at work. As an employee of HCC, the student employee also represents the College. The student employee is expected to conduct himself or herself professionally and dress appropriately. The supervisor must review these expectations at the time of the student's interview and upon being hired.

Budgets and Funding

Federal Work Study funding is available for use by the College on a limited basis. Each fiscal year, the Federal government awards the College a certain allocation of funds for the Federal Work Study program. These dollars are matched by some institutional dollars. These budgets are allocated each summer and academic year by the College's vice presidents. The number of students offered FWS is dependent on the total amount of these resources. The student's work schedule may also be based on the amount of funding available to the supervisor, so the student is encouraged to discuss this at the time of hire.

Rate of Pay

The student employee will earn wages at the rate of minimum wage in Commonwealth of Massachusetts. Currently, the minimum wage is set to a rate of \$15 per hour. As of January 1, 2024, the minimum wage may increase (pending state legislation approval). The student and supervisor should use these figure when calculating the student's available amount of hours to work.

Release of Employment Information

The supervisor must not release a student's employment information to a prospective employer, or any other party, without first checking with the Office of Human Resources to find out if the student has signed an authorization granting permission to release such information.

Application and Award

To be considered for Federal Work Study (FWS), the student must apply early for financial aid each academic year and meet specific eligibility criteria. The student must

- Submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov to HCC by the priority deadline
- Indicate his or her interest in Federal Work Study on the FAFSA
- Complete his or her financial aid file by the priority deadline posted at www.hcc.edu/finaid/deadlines
- Have high financial need as determined by the Federal need-analysis process

The supervisor and the student employee should establish, at the time of hire, a weekly work schedule that will enable the student to work throughout the entire academic year or summer authorization period based on the student's allocation. A student who has earned his or her allocation is no longer eligible to receive payments from FWS funds. Due to the fact that the College has a greater number of eligible students than Federal Work Study funding, many students who have been awarded Federal Work Study funds are not able to find employment. Therefore, receipt of a Federal Work Study award does not automatically guarantee job placement. For this reason, the **student employee is permitted to work only one Federal Work Study position per authorization period.**

Satisfactory Academic Progress Policy (SAP)

The student employee must maintain good academic standing in accordance with HCC's Satisfactory Academic Progress (SAP) policy. **If it is determined that the student is no longer meeting SAP requirements, then he or she must stop working immediately.** The student and supervisor will be notified by the Financial Aid Office in the event this occurs. A complete copy of HCC's SAP Policy can be found online at www.hcc.edu/sap.

Award Adjustments

Federal Work Study is a type of need-based financial aid. The student must have unmet in his or her academic year's budget to be eligible for a FWS award. If the student is awarded additional grant, scholarship, or loan aid, this may impact his or her eligibility for FWS, if the student's need is met from these funds. In these cases, the student and the supervisor will be notified of the adjusted earnings limit or to stop working immediately.

Student Employment Authorization

To be employed through the Federal Work Study Program, a student must be offered FWS funding on his or her financial aid award letter. The student is required to indicate his or her acceptance of the award on Online Services at www.hcc.edu/myhcc. The student must then obtain a *FWS Employment Packet* and *FWS Employment Authorization Form* from the Financial Aid Office. The student must read through this packet in its entirety and complete and return the included documents to the Financial Aid Office. The student will not be approved to work without submission of these forms.

FWS Student Employment Handbook

Participating in the Federal Work Study Program requires that the student understand and adhere to its policies and procedures. The student must access and carefully read this *FWS Student Employee Handbook* at www.hcc.edu/workstudy.

Employment Documents

The student must read the information included in this packet thoroughly and provide initials and signatures where required. The student must complete and return all of these forms to the Financial Aid Office. He or she will not be approved to work without submission of these forms.

- **USCIS Employment Eligibility Verification (Form I-9):** Complete Section 1 and submit with proof of identification, as listed on the form, to the Financial Aid Office. Original forms of identification must be brought to the office (copies of these items are not acceptable).
- **Form W-4 and Form M-4**
- **FWS Student Employee Confidentiality Agreement**
- **FWS Student Employee Responsibilities Agreement**
- **FWS Student Employment Authorization Form:** This form is emailed to the student and hiring supervisor. This authorization contains information about the student's award which will help a prospective supervisor determine the number of hours he or she will be allowed to work each week. Each supervisor has been assigned a specified department budget, therefore the student may be asked to work fewer hours than his or her award would normally allow. This authorization must be signed by the student and the hiring supervisor and returned to the Financial Aid Office before the student will be approved to begin working.

Normally, the authorization is available to the student one week prior to the start of an authorization period. The supervisor and the student employee are expected to read and sign their appropriate sections of the authorization before it is returned to the Financial Aid Office. **The student employee and the supervisor must provide a signature on the *Employment Authorization Form*.** An authorization must be signed for each semester of employment. These documents must be returned and processed before the student can begin working.

Effective Fall 2017: Following the submission of the required paperwork, the student employee and supervisor will be sent an email notification confirming the student's approval to begin working. This email will include the student's employee ID which is needed to report his or her time worked. The student should not work prior to receiving this email.

Job Postings

Jobs are posted on the Financial Aid website at www.hcc.edu/workstudyjobs. The job description will include a list of duties for the positions. It will clearly indicate who the FWS position's supervisor is and who the student may contact for general job questions or to schedule an interview, if the supervisor has assigned a designee.

Interviews

Students with FWS awards should contact the supervisor and/or designee listed on the job posting to arrange for an interview. Before interviewing a prospective student employee, the supervisor must confirm the student has a Federal Work Study award. The following items must be discussed with the student during the interview:

- Identification of the supervisor, designee, and other colleagues the student employee will work with
- Description of job duties
- Previous experience and skills needed to perform the job
- Expectations for appropriate conduct and dress
- Training to be provided on the job
- Work schedule and number of hours needed
- Rate of pay for the position
- Expected time of response for hiring decision

The supervisor may appoint the designee to conduct the interview, however the decision to hire or rehire a student must be made by the supervisor.

Hiring

Before the student employee can begin work, the student and supervisor must sign the student's *Student Employment Authorization Form* and it must be returned to the Financial Aid Office (FR201). The student and the supervisor will receive a confirmation email indicating the student's approval to work after the FWS paperwork is processed. The student is not permitted to begin working before this email is received.

Rehiring a Returning Student

Rehiring of a returning FWS student employee each employment authorization period is not an automatic process. The student must continue to meet FWS eligibility criteria each semester. A returning student employee does not need to resubmit the FWS Employment Packet. He or she is only required to resubmit the Employment Authorization Form and a new W4, if requested by the Payroll Office.

The student must obtain the *Student Employment Authorization Form* from the Financial Aid Office (FR201) at the beginning of each period of employment (i.e., fall, spring, summer). It is the student's responsibility to take this authorization form to the supervisor. The supervisor and student must sign the authorization and it must be returned to the Financial Aid Office (FR201) before the student starts work for that authorization period. Again, an email will be sent to confirm the student's approval to work.

Semester Employment Authorization Periods

The 2023 - 2024 employment authorization periods are defined as follows:

SUMMER 2023	05/22/2023 – 09/01/2023
FALL 2023	09/05/2023 – 12/21/2023
INTERSESSION 2023	12/29/2023 – 01/12/2024
SPRING 2024	01/16/2024 – 05/09/2024
SUMMER 2024	05/20/2024 – 08/30/2024

** Last day of employment is dependent on the student's enrollment for summer and fall.*

If the student employee fails to earn his/her entire allocation for the fall, he or she may be able to add the unused portion of the award to the following spring semester's authorization period. The supervisor should send an email to drosado@hcc.edu to ask if any unused funds can be rolled over to spring. Any unearned award left after the spring semester, however, is forfeited.

A FWS student employee may not work beyond the exam period for one semester, unless he or she has an award for the following semester, has unmet need, and is still meeting the requirements of Satisfactory Academic Progress.

Graduating students are not allowed to work beyond the exam period of their last semester of school.

Intersession

The student employee must be registered for the regular spring 2024 semester to be eligible to work during the intersession period. A signed authorization is required to work during intersession. If working during intersession, the student does not need to submit another authorization at the start of the regular spring semester, but rather can continue to work through to the end of the spring semester, given that all eligibility requirements are met. Eligibility to work is dependent on the student maintaining Satisfactory Academic Progress through the end of the fall semester. SAP statuses will be checked in early January after grades are submitted.

Earnings for the intersession period will first be deducted from the student's spring Federal Work Study funding. The supervisor should send a written request (email) to the Financial Aid Office for an adjustment, if the student had unearned funding from the fall that he or she wishes to earn in the spring. If unearned time from the fall is able to be rolled over, the student and supervisor MUST carefully monitor the hours and earnings to ensure that earnings do not exceed the FWS award for the academic year.

Summer Session

The Financial Aid Office will make a request to supervisors in April for a list of students whom the supervisor wishes to hire or rehire during the summer employment authorization period. The student will also be notified of his or her FWS summer eligibility in May. The student employee must have submitted the current academic year's and next academic year's Free Application for Federal Student Aid (FAFSA) by the priority deadline of May 1st and have completed all financial aid requirements. In addition, he or she must have high financial need as determined by the Federal need-analysis process. The student employee must meet SAP requirements and must be registered for either the summer semester and/or following fall semester.

Work Schedule

The supervisor and the student should establish, at the time of hire, a weekly work schedule that will enable the student to work throughout the period of employment based on the student's allocation. A student who has earned his or her allocation is no longer eligible to receive payments from FWS funds. A **FWS student employee is permitted to work only one Federal Work Study position per authorization period.** A worksheet is provided in this handbook to help the student and supervisor arrange a work schedule.

The maximum number of hours a student may work is determined by the dollar amount of the award, the position's rate of pay, and the department's budget. The supervisor should establish a schedule with the student that will enable the student to work the entire award period **before reaching his or her limitation of funds.**

<u>Semester allocation</u>	=	<u># Hours to work in semester</u>	=	<u># Hours available to work</u>
Rate of pay		# Weeks in semester		per week

The rate of pay is determined by the State's minimum wage rate. **A student working before January 1, 2024 will be paid \$15.00 per hour. Minimum wage may increase on January 1, 2024.** The student is paid bi-weekly on the same schedule as all state employees.

The student must submit a copy of his or her class schedule to the supervisor to ensure that the student does not work during periods when he or she is scheduled to be in class, even if it is cancelled. The supervisor and student must be sure to schedule at least 10-15 minutes in between the end of class and the start of work and vice versa. The student must have a reasonable amount of time to get to and from class. Therefore, he or she must not begin work sooner than the quarter hour following the end of class and must finish work on the quarter hour preceding a class time. For example, if the class ends at 9:50am, then the student should not begin work until 10:00am. If the class begins at 10:00am, then the student should finish work at 9:45am.

Any changes to the work schedule that conflict with the student's class time must be documented (e.g. add, drop, withdrawal). If the student adds/drops a course or withdraws from a course at any point in the semester, then the student must give the supervisor an updated copy of his or her course schedule.

Withdrawals

If the student completely withdraws from the College at any time during his or her employment, the remaining Federal Work Study funding is canceled as of the date of withdrawal. The student must stop working immediately.

If the student withdraws from only some courses, the student may or may not be eligible to continue working to earn Federal Work Study funding. The student's eligibility for FWS funding will be re-evaluated and the student and supervisor will be notified if there is a change to the student's eligibility or earning limit as a result of a partial withdrawal.

Lunch Breaks

The student must have at least one thirty-minute lunch period scheduled for more than six consecutive hours of work in one day. The student cannot be paid for this time and must not be signed in as working.

Attendance and Time off Requests

The student must check in and check out with the supervisor or designee at the start and end of each work shift. When the student is going to be late for work or is sick and cannot work, he or she must contact the supervisor at the earliest possible time. When the student employee needs time off from work, he or she must give the supervisor sufficient notice. Frequent adjustments in working hours are not usually appropriate.

Working during Recesses (Vacation Weeks and Semester Breaks)

The student is permitted to work during vacation weeks and mid-semester breaks. Such work should be planned in advance with the student within the limits established by the student's financial aid award, regulations, and supervisor's departmental budgets.

Semester Changes Affecting Work Schedules

Students are not permitted to work during a time in which class is scheduled.

Cancelled Classes: Students are not permitted to work when a class is scheduled, even if the class is cancelled.

Holidays: Students must follow his or her class schedule for the day after a holiday is observed, as outlined in the Academic Calendar. In certain cases, if a holiday is observed on a Monday, the College may instruct that the following Tuesday will follow a Monday schedule. In these cases, the student should not work during a time in which he or she is scheduled for Monday classes. The student would resume his or her normal class and work schedule on Wednesday. The student employee should coordinate with his or her supervisor make arrangements to cover any hours missed. The supervisor must document any changes to the student employee's regular work schedule with the Payroll Office.

*Example: October 8, Monday – Columbus Day: HOLIDAY (Campus Closed)
 October 9, Tuesday – All classes follow a Monday schedule*

Part-of-Term Courses: If the student is enrolled in one or more part-of-term courses, he or she is still eligible to work at any time during the semester. If enrolled for less than six credits, the student must have financial need in the current or upcoming semester.

Final Exams: The student may work an alternative schedule during the week of Final Exams. The students must submit a printed copy of his or her final exam schedule (found on the HCC website) to the supervisor and this schedule must be forwarded to the Payroll Office for documentation. The student is not permitted to work during a time in which an exam is published to be scheduled for his or her courses, even if the exam is taken at a different time.

Exhausting and Exceeding Allocated FWS Funding

The FWS student employee and supervisor will be notified for the following actions:

- The student is close to earning his or her full FWS award for the semester and the remaining hours should be scheduled accordingly and monitored carefully.
- The student has earned all of his or her FWS for the semester and must stop working immediately.

- The student has worked more than his or her allocated FWS award and arrangements must be made for the department to pay the student in excess of FWS funding.
- The student's eligibility for FWS has changed and he or she should stop working or make scheduling arrangements with the supervisor for the funding that is available.

Hours Leftover

Unless specific eligibility is met, the student employee cannot work beyond the last day of final exams. This day signals the end of an employment authorization period.

SSTA Time Reporting

Effective May 20, 2018, FWS student employee time sheets will be submitted online using the state's SSTA system. The student employee will need his or her employee ID to log in to the system, which will be provided in the confirmation email sent by the Financial Aid Office. He or she must clock-in and clock-out of each shift, including lunch breaks, on each day worked. Time sheets can only be verified and approved by the supervisor after the employee has completed his or her shifts for the week. **Time sheets should be submitted each and every week and not accumulated to submit at one time.** FWS student employees do not receive fringe benefits and are not paid for holidays or sick days.

Time sheets must be approved only by the non-unit professional supervisor. Time sheets must be approved online as soon as possible, but not later than the close of the last business day the employee worked that week, or by 12:00PM on the following Monday at the latest. The student and supervisor may contact Shannon Shatos, Payroll Manager, at sshatos@hcc.edu or ext. 2209, or Karen Papuga, Payroll Accountant, at kpapuga@hcc.edu or ext. 2409. You can also email payroll@hcc.edu with questions regarding SSTA time submission and approval.

Paychecks

Students are paid on a bi-weekly basis. The FWS student employee can pick up his or her paycheck in person at the Payroll Office in Frost 335. If desired, the student can enroll in direct deposit by completing the appropriate form with the Payroll Office. Paycheck records are available electronically on SSTA. **Please be advised that FWS earnings are taxable income.**

Tax Withholding

Federal Work Study earnings are subject to all federal and state income taxes. The student must complete a W-4 and an M-4 prior to beginning employment. The student should read the instructions carefully to determine his or her exemptions. The Financial Aid Office staff is not permitted to give advice to students on how many exemptions to claim.

Check Cashing Policy

The supervisor is prohibited from cashing the FWS student employee's paychecks for him or her. A student should not endorse his or her paycheck over to any employee of the College.

Evaluations

Evaluations are no longer required by the Financial Aid Office; however, supervisors are welcome to continue this practice. These evaluations may assist the supervisor in determining the areas in which improvement is needed, what opportunities may be available for further training and job growth, and ultimately aid in the rehiring process. If done, the supervisor will be responsible for storing and tracking the student's performance evaluation. If an evaluation is conducted, it should be reviewed with student and must be signed by both the supervisor and the student. It should be kept in a safe, secure, and confidential location.

The student should contact the Office of Human Resources for questions or concerns regarding evaluations conducted by his or her supervisor.

Disciplinary Action and Termination

Disciplinary action and termination can only be made by the supervisor. The student and supervisor must contact the Office of Human Resources with any issues or concerns. A FWS student employee is expected to behave appropriately and professionally. It should be stressed that as a Federal Work Study employee, he or she is also an employee of Holyoke Community College and therefore represents the College on and off shift. A FWS student employee is expected to follow the College's Standards of Conduct, as outlined by the Office of Human Resources.

Any violation of these standards may result in termination of employment at the discretion of the supervisor or the Financial Aid Office. The supervisor must contact the Office of Human Resources regarding issues of conduct and notify Human Resources in the event of a termination. The supervisor must also notify the Financial Aid Office in writing at financialaid@hcc.edu of any employment termination.

Dismissal Guidelines

The student should be given a written warning before being dismissed from the job except for in extreme cases that would result in immediate dismissal. The supervisor may enforce additional guidelines, as long as they are communicated in writing to the student when he or she is hired. When a student has been terminated, the supervisor must notify the Financial Aid Office immediately. If the student feels he or she has been unjustly terminated, the student and supervisor should notify the Office of Human Resources and the Financial Aid Office.

Voluntary Termination

When a FWS student employee decides to resign from a position, he or she should give at least a two-week advance notice to the supervisor so that a replacement may be found. The student employee may voluntarily terminate a job at his or her own discretion.

Involuntary Termination-with notice

The supervisor may terminate a student with notice for a number of reasons. These reasons may include:

- Federal Work Study earnings limit met: Federal regulations state that the College may not provide assistance to a student in excess of his or her computed financial need. Therefore, when a FWS student employee earns his or her entire FWS award, he or she must be released from the job.
- Discontinuation of the job
- Scheduling conflicts

Generally, the notice should be given at least two weeks in advance of the termination. In the case of a student reaching the maximum earnings limit, the supervisor should notify the student at least two weeks prior to the point when the Federal Work Study award is expected to be depleted.

Involuntary Termination- without notice

A FWS student employee may be terminated from a position by the supervisor for inability or unwillingness to comply with the requirements of the position. Some examples of violations include, but are not limited to:

- Frequent tardiness
- Time Sheet falsification
- Theft
- Repeated, unexcused absences or tardiness
- Violation of College's policy regarding the Internet
- Use of drugs or alcohol during or immediately prior to the work shift

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Work Schedule Worksheet**

Student's Name _____

Department _____

Job Title _____

Semester _____

Allocation \$ _____

	SUN	MON	TUE	WED	THURS	FRI	SAT
IN:							
OUT:							
IN:							
OUT:							
IN:							
OUT:							
TOTAL:							

$$\begin{array}{l}
 \text{Semester allocation} \\
 \text{Rate of pay per hour}
 \end{array}
 =
 \frac{\# \text{ Hours to work in semester}}{\# \text{ Weeks in semester}}
 =
 \frac{\# \text{ Hours available to work}}{\text{per week}}$$

Reminders:

- There should be at least 10 – 15 minutes scheduled in between class and work.
- Changes in work schedules must be documented and submitted to the Payroll Office.