# FEDERAL WORK STUDY GUIDE FOR SUPERVISORS

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## Introduction

The New School offers part-time student employment through the Federal Work Study (FWS) program. The main objective of this student employment program is financial assistance, but on-the-job experience is also important. Ideally, students work in jobs related to their interests, talents, and vocations and leave school with valuable work experience. Student employment also benefits the college and general student body by providing services widely used by the entire campus community. The FWS program helps the college by enabling departments to employ students at a cost to the institution of twenty-five percent of the gross payroll. The federal government pays the remaining seventy-five percent through allocation of campus-based Title IV aid. In addition to on-campus positions, FWS placements extend to off-campus, community service positions within the local community.

FWS positions are considered regular jobs with normal duties and responsibilities, but differ in several ways from non-FWS positions. Specifically, FWS positions should allow students flexibility in scheduling work hours, and FWS employment must be awarded by the Student Financial Services (SFS) in accordance with federal Title IV regulations. Student eligibility for this need-based aid program may change based on adjustments to each student's need calculations, other sources of aid, satisfactory academic progress attainment, and enrollment status changes. Therefore, FWS positions are considered temporary positions and individual student placement in particular positions is not guaranteed. Both students and campus employers should periodically check the student's aid status and available funding levels.

Students interested in obtaining part-time employment should be directed to access The New School's Hiring Portal at www.newschool.edu/student-jobs. They must apply directly online by submitting the application for the desired position. Hiring supervisors must confirm that the student is FWS eligible by asking the student to print out their current award letter from MyNewSchool.

**FWS Policy**

1. FWS students will be hired for a specific position in a specific department. A FWS student cannot be shared between departments and cannot be transferred to a different department. The student must be terminated from one position and must re-apply for another position and go through the entire hiring process as any other student.
2. Student will not be allowed to hold more than one FWS position.
3. Student will not be allowed to submit hours for holidays and university closed days.

**On-Campus Positions**

Students may apply for an on-campus Federal Work-Study position through www.newschool.edu/student-jobs. On-campus positions are located in administrative offices, academic departments and libraries. On-campus jobs offer the advantage of convenience and flexibility of schedule.

**Hiring Process**

Hiring supervisor must post a Job Description using The New School's Hiring Portal at https://careers.newschool.edu/hr/. (Student positions should no longer be posted on the College Central website) please contact Miguel Roman at RomanM@newschool.edu, or contact Sarah Mellone at MelloneS@newschool.edu, if further assistance is needed.

Hiring supervisors will be able to view applicant profiles and should verify that applicants are eligible for FWS. Once the supervisor has selected a candidate he/she must set up a time with the student to complete all necessary paperwork. It is critical that all documents be completed correctly to avoid delays in processing.

***We encourage you to post your open positions for the Fall semester as quickly as possible. Student Services recently sent out a note to all students introducing the new job board for on-campus opportunities.***

To hire or rehire a student please submit an electronic form by using the new EPAF system for approval. If you have not yet been trained or need further information regarding the EPAF process, please contact Tara Creagh at CreaghT@newschool.edu or Miguel Roman at RomanM@newschool.edu.

Once these steps are completed, the student and supervisor will receive an email from HR letting them know the paperwork has been processed and the student can begin working. Any hours worked prior to the email will not be compensated by FWS funds. Any earning over the

FWS Award will be charged 100% to the department(s) employing the FWS student(s). All required documents for all on-campus positions are available on the website under SFS- Forms.

The Federal Work Study Coordinator will serve as the campus liaison for all off-campus positions. The FWS Coordinator will be responsible for submitting all HR paperwork and obtaining Off-Campus Agreements. In addition, the FWS Coordinator will set up a visit to all off-campus organizations once per semester to verify working conditions and complete an Off-Campus FWS Visit Report.

**Off-Campus Positions**

Students may apply for an off-campus Federal Work-Study position through College http://www.newschool.edu/studentservices/financialaid/student-employment/work-study-off-campus/ website under SFS – FWS Opportunities. Off-Campus positions are jobs with federal, state, or local public agencies or private and other nonprofit organizations that serve the public interest. Community services are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, government, 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.

The FWS Coordinator will seek out qualified community organizations for off-campus FWS opportunities to meet Federal requirements. Students interested in working with a specific organization which currently do not participate in the FWS program at The New School must contact the FWS Coordinator for required paperwork. Students should be advised that entering into a contract with a new organization requires additional time. This process can take up to a month to complete. We strongly advise students to contact the FWS Coordinator well in advance so; we can accommodate both the student and the organization.

Required Documents for all Off-Campus Positions are available on the website: SFS – Forms

1) Job description for each FWS opportunity. At a minimum the job description must contain the following:

- Company Name and Address
- Department in which the student will work
- Position Title
- Supervisor name and signature
- Alternate supervisor name and signature

- Description of job purpose and duties

2) Federal Work Study Contract
3) Proof of 501 (c )(3) from Internal Revenue Service
4) Obtain a signed "The New School Federal Work Study Off Campus Employment Agreement" – when site visit is conducted.

Once the FWS Coordinator has received all required documents a site visit will be scheduled with the off-campus supervisor. The position will then be posted on http://www.newschool.edu/studentservices/financialaid/student-employment/work-study-off-campus/ . The off-campus organization will conduct interviews and hire student(s). Students will be responsible for submitting all hiring paperwork to the Financial Aid Office at 72 Fifth Ave – Lower Level prior to beginning work.

**Banner Access Training**

FWS students who need access to Banner will be required to complete online trainings: FERPA tutorial and a Banner tutorial. This process must be coordinate through the IT Office by the hiring supervisor.

**Student Responsibilities**

- Act in a professional manner
- Learn your duties and complete all assignments on time
- Maintain confidentiality of assigned department documentation
- Refrain from conducting personal business on the job, e.g. course assignments
- Submit your work hours in your timesheet by established deadlines each pay period
- Take your job seriously and perform your task to the best of your ability
- Notify their supervisor in advance if they will be absent from, or late to work. Frequent absences are a justifiable cause for dismissal.
- Consult with their supervisor or the Career Services Office prior to quitting their FWS jobs.
- Provide supervisor with two weeks' notice before quitting their FWS jobs

## Attendance and Attire

It is the student's responsibility to report to work on time for every schedule shift. If the student cannot work because of an illness, an emergency or will be late for work, the student must notify their supervisor as early as possible, before the shift begins.

A student is expected to plan academic, personal and work schedules that do not conflict. Potential conflicts should be discussed well in advance with the supervisor. Tardiness and failure to proved adequate prior notice of absence as determined by the supervisor are considered grounds for termination by the employer. Requirements for attire are determined at the discretion of the department supervisor.

## Work Schedules

The student can work a maximum of 20 hours a week when classes are in session. During break weeks and summer, students can work up to 35 hours a week. **A student should never be permitted to work during class time or over 8 hours a day.** A student's weekly work schedule should take into consideration the individual student's total monetary eligibility, the student's needs for study-time, and the needs of the individual department. The objective of setting a planned work schedule is to spread earnings over the full award period. Students who do not spread earnings over the full award period may find themselves short of funds as the term ends. Departments will be held responsible for hours worked in excess of the student's allowable hours and/or funds.

A Record of Money Earned form is included at the end of this Guide and should be used to help you track your student employee's hours and earnings.

## Pay Rate

The pay rate as of July 1, 2012 depends on the student's position title and whether the position in on or off-campus. See below:

**Student Assistant I $8.00 - $11.00**

To be used for student workers who are performing tasks that are routine and basic in nature. They typically provide general clerical support in an office setting, perform largely manual labor, or non-technical tasks in a laboratory environment. Examples of work: answer phones; make copies; deliver items; file documents; take messages; type or word process; sort and distribute mail; assemble reports, prepare mail-outs, obtain and copy journal articles; stock shelves, assist in inventories. These positions would work under close and direct supervision.

Work done under close supervision with well established procedures. Work where employees are not usually required to make decisions but to follow well defined existing policies and/or procedures.

**Student Assistant II $10.00 - $13.00**

To be used for student workers who perform para-professional duties and have responsibilities that require some independent judgment, knowledge of subject and high levels of accuracy. Work that requires, for a major portion of the time, advanced specialized knowledge, skills or abilities for larger or complex activities, usually involving a number of concurrent activities. Excellent communication skills, both written and verbal, are typically essential at this level. Examples of work: collect complex data from multiple sources while performing database management functions; assist with sample preparation, and monitor instrumentation in a lab setting; provide answers and information to the general public that are not always routine in nature; proofs typed material and revises documents. These positions would work under general supervision.

**Research Assistant $17.00**

Student will support ongoing research projects and substantive academic tasks associated with course work.

**Course Assistant $13.00**

Student will support teaching and learning outcomes through non-instructional activities. Duties may include: attending class, making photocopies, demonstrating use of equipment, taking attendance, proctoring exams, collecting assignments, assisting with classroom set-up (i.e., coordinating tech set-up with Audio/Visual), uploading course content online, track students' participation online, assisting students having difficulty with online environment, and grading.

**PUBLIC SERVICE CORP (OFF-CAMPUS) $8.00 - $12.96**

Students will be involved in a variety of office positions at city agencies. A detailed job description will be provided once your PSC application has been processed by the PSC.

## Hourly Pay Rate Increase

Hourly pay rate increases must be submitted to the office by the first Friday of the semester. Increase will not be processed mid-term. Increase requests must be dated for current pay cycle date. We will not be able to process retro pay for hours worked prior to receiving the request. Pay rates must still fall within the pay range provided above according to titles.

## Breaks

FWS students are permitted to take a 15 minute, paid break if they work between 4 and >6 continuous hours. The 15 minute break should not be reported on the timesheet.

FWS students **MUST** take a 30 minute or 1 hour, **unpaid** break if they work 6 to 8 continuous hours. This break must be taken away from the student's work area and not in conjunction with the 15 minute break. The 30 minute or 1 hour break **must** be documented on the timesheet.

## Payroll Procedures

All FWS students must submit their timesheets to the Financial Aid Office at 72 Fifth Ave-Lower Level. Hours must be submitted on a bi-weekly basis in accordance with the deadlines specified on the Payroll Calendar; otherwise, paycheck processing will be delayed.

FWS paper checks will be mailed to the address listed on the student's W4 form. Students who have signed up for direct deposit will receive their earnings every other Friday. All FWS students will be able to view their Pay Stub the Wednesday before the pay date on their MyNewSchool – Employee Tab.

## Termination

**Non- Performance Termination:**

1. Student graduated
2. Position is no longer needed
3. Student left with or without notice

**Performance Termination:**

If a student is unreliable or does not perform the assigned duties responsibly, it may be necessary to terminate the student's employment. A student should be treated fairly and courteously, as would any other employee. In most cases, the following discipline guidelines are

suggested in dealing with unsatisfactory performance. Keep in mind that learning also occurs outside the classroom.

- Verbal Warning – Speak with the student and give specific reasons for the dissatisfaction as well as suggest solution for improving job performance. Give the student a time frame for improvement
- Written Warning – If the poor performance continues past the time established in the verbal warning, repeat the verbal warning and follow it with a written statement documenting the situation and a new time frame. A Performance Review Form is on Blackboard under Human Resources folder.
- Termination – If the student's performance still does not improve within the specified time frame, the supervisor should consider terminating the student's employment.
- A Termination Form must be submitted to the Financial Aid Office.

**Responsibilities of Supervisor**

The role of the supervisor is vital to the success of any work-learning program and, in order to be effective, the Supervisor must perform a wide range of activities. All supervisors are responsible for the development of the work environment, including training, motivating, communicating with, guiding, evaluating, and relating to the students you employ. A supervisor's primary responsibility is to provide student employees with adequate guidance, training, and support.

The supervisor should be the person who has the most direct, daily contact with the student employee. Supervisors should only assign tasks that relate to operating academic programs, maintaining facilities, or supporting the institution in general. All student employee supervisors have the following specific duties:

1. To work with your student employees to establish regular work schedules.
2. To provide student employees with clear instructions regarding departmental and institutional policies.
3. To give students' academic progress priority by allowing flexibility in scheduling during exam times. However, require your students to provide adequate notice about planned absences or schedule changes. Your FWS employees are students first and employees second.
4. To always provide supervision to the FWS student and to provide adequate training and oversight of each student employee.

5. To verify the accuracy of your student employees' hours worked before approving them. The timesheet approver confirms that the hours worked are accurate. Hours worked become official records open to audit by the federal government, and supervisors are accountable for the accuracy of the records.
6. To make sure that students take breaks as required.
7. To make sure that FWS students do not work during scheduled class hours, or over the allowable number of hours.
8. To make sure that your student employees do not earn more than the total annual award.
9. Must not have the student begin work until they receive the Acknowledgement Letter stating the start date.

**Questions**

If you have any questions regarding the contents of this handbook, please call Student Financial Service at 212-229-8930 or e-mail seo@newschool.edu

# Record of Money Earned

Student Name:_____ ID#_____

FWS Award Allocation $_____ For Term: _____TO _____

| Week | Period End | # Hours Worked | Gross Earnings | Award Balance |
|---|---|---|---|---|
| 1 | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ | _____ |
| 6 | _____ | _____ | _____ | _____ |
| 7 | _____ | _____ | _____ | _____ |
| 8 | _____ | _____ | _____ | _____ |
| 9 | _____ | _____ | _____ | _____ |
| 10 | _____ | _____ | _____ | _____ |
| 11 | _____ | _____ | _____ | _____ |
| 12 | _____ | _____ | _____ | _____ |
| 13 | _____ | _____ | _____ | _____ |
| 14 | _____ | _____ | _____ | _____ |
| 15 | _____ | _____ | _____ | _____ |
| 16 | _____ | _____ | _____ | _____ |
| 17 | _____ | _____ | _____ | _____ |
| 18 | _____ | _____ | _____ | _____ |