STUDENT EMPLOYMENT HANDBOOK

Federal Work Study Employment

2024-25 Academic Year

- **Notice of Affirmative Action Policy**- It is the policy of Oregon Coast Community College not to discriminate on the basis of race, color, sex, sexual orientation, gender identity, marital status, religion, national origin, age, disability, veteran status, or family relationship (ORS 659.340), in admission and access to, or treatment in, employment, educational programs, or activity as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, Americans with Disabilities Act, the Civil Rights Act of 1991, and their implementing regulations.

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Federal Work Study Employment

Oregon Coast Community College (OCCC) offers Federal Work Study (FWS) Student Employment.

Financial Aid is responsible for administering Federal Work-Study (FWS) and Human Resources supports this function.

Contact Information

Employment related	**Federal Work Study Related**
Director Human Resources	Director Financial Aid
Joy.gutknecht@oregoncoast.edu	finaid@oregoncoast.edu
541.867.8515	Email is preferred

Eligibility Guidelines
- Be a degree-seeking student at OCCC.
- Attend college at least half-time (6 or more credits).
- Obtain a Federal Work Study award on Financial Aid Offer Letter
- Be eligible to work and provide documentation of eligibility to work in the United States.
- Maintain Satisfactory Academic Progress according to policy requirements located online at https://oregoncoast.edu/sap/.

FWS Employment Benefits
- Provides job opportunities for students in need of financial assistance to meet college costs.
- Provides opportunities to gain skills that will enhance future educational and career goals.
- Provides beneficial resume' building experience and training.

Federal Work-Study (FWS) Overview
Students receive FWS based on financial need and eligibility requirements. The program's intention is to assist students in obtaining jobs that will help defray the cost of their education and provide students with training to increase employability upon graduation. Students are encouraged, as much as possible, to seek student employment related to their degree or career destination. Earnings **are not** considered when calculating financial need for future financial aid.

Work-Study is a first come, first served program with limited funding. It is important to apply early.

Federal Work Study Positions
To secure a FWS position, students must have a FWS award on their financial aid offer letter.

Steps to Receive an FWS Award/Offer- *Early application is crucial!*
1. Complete FAFSA at www.fafsa.gov.
2. Complete all OCCC Financial Aid package requirements.

Notification of FWS Award
As students are awarded work study, they will receive notification of their FWS award and be emailed information about where they can apply online for FWS positions.

If funds are available *and* student has unmet financial need, Federal Work-Study is added to their Financial Aid package. Loans may be reduced or cancelled to receive an award. If funds are not available but the student has unmet financial need, the student is placed on a waitlist and awarded if/when funds become available.

The maximum FWS/GSE award is **$1,173** per term, which at a rate of pay of $16.17 per hours is 72.54 hours per term. Students can view their Financial Aid letter by logging into the financial aid portal.

Awards are flexible and earned based on the student's school schedule and employer's needs. Not all students are eligible for the maximum award. Award amounts are located on the student's Financial Aid Award/Offer Letter. There is no penalty for not earning the full award amount.

Award Cancellation
Students will have their FWS award cancelled if:
- Student does not report any hours for a full pay period.
- Students do not earn at least $500 per term, or work at least 29 hours.

*Contact HR Director immediately if special circumstances arise regarding ability to work.

Use of Awarded Hours
Students are responsible for using their awarded hours within their awarded period. Fall, winter, and spring awards are separate and not transferable from one term to another.

Students may deny work-study to increase their loan amount, only in the term they wish to increase their loan. Students CANNOT request to increase their loans for awards they did not use in past periods. There is no guarantee a student may receive work-study again after an award removal. Funds are limited and awarded only if funds are available.

Award Periods
- Fall Term: September 16 – December 7, 2024
- Winter Term: January 6 – March 15, 2025
- Spring Term: March 31 – June 14, 2025

Application Process
FWS positions will be listed on OCCC's recruitment website. OCCC Employment Opportunities.
After students complete their application, they will be contacted for interviews.

Positions will be available for application in July with the first review of applications beginning on September 7, with positions being open until filled. It is the expectation that students be hired into a FWS position, or actively engaged in the hiring process, no later than week 2 of the term.

For the application, students will need:
- a resume
- a cover letter
- 3 personal/professional references (required)

Interview Process

Supervisors will contact applicant to set up an interview. Supervisors should ask each candidate three to five interview questions, using the interview question bank. The questions must be approved by Human Resources. The interview questions should be directly related to the function of the position and the College's commitment to diversity and inclusion.

Hiring Process- Supervisors will contact all student candidates to either offer the position or inform the student candidate that they were not the successful student candidate for the position.

Once hired, the HR Director/designee will onboard students through Paylocity to ensure completion of hiring packet. After completion of the Hiring Packet, students will meet with the HR Director and provide documentation proving their ability to work in the United States. Once this is complete, the HR Director will send an email to the supervisor clearing the student to work.

Hiring Packet includes:
- Personnel Information
- Payroll Information
- Voluntary Self-Identification of Disability
- Criminal Background Check information
- Authorization to Release Student Employment Related Information
- Security and Confidentiality of Staff and Student Records
- Direct Deposit Authorization (Optional)
- Employment Eligibility Verification I-9
- W-4s (Both Federal and Oregon)
- Trainings in Vector/SafeColleges (subset of EE)
- Copy of current term schedule

Federal Law requires that every person employed in the US complete a W-4 Form and I-9 Employment Eligibility Verification Form with acceptable employability documentation.

OCCC requires all employees to complete a background check. A prior conviction does not automatically disqualify someone from consideration for employment.

Scheduling work hours
- Must receive approval from HR Director before working.
- Scheduling is between student and supervisor. **In general, no student may work more than 8 hours a day or 20 hours a week. This includes all jobs that the student holds on campus.** However, with prior clearance from Financial Aid and Human Resources, a student may be able to work up to 40 hours a week when school is not in session.
- Approval from the supervisor is required to make up hours when students miss regularly scheduled work hours. The needs of the operational unit will be the determining factor in making up missed hours.
- Students <u>cannot</u> work during scheduled class time. Supervisors should have a copy of student's class schedule each term.
- Students <u>cannot</u> work overtime (over 40 hours in a week), holidays, when campus is closed, or over their awarded amount.
- Students <u>must</u> work during operational unit office hours, with exceptions for Aquarium

Science animal and equipment care.
- Students <u>cannot</u> work from home.
- **Human Resources will monitor hours worked to make sure the student does not work over their work-study award. Any student earning over their award may be charged to their operational unit budget.**
- Supervisors will receive notification from financial aid staff when a student is not on pace to earn their FWS award.

In setting a schedule, supervisors and students should take careful consideration of student's earning limits. Ideally, students should work the number of hours necessary to reach, but not exceed, their FWS award by the end of each award period.

Timecards and Payday
Timecards are located in Paylocity under Time and Labor. Timecards must be completed each shift and submitted based upon the payroll calendar. Record hours accurately for each shift. Record total number of hours each day to the nearest quarter hour (0.25=15 minutes, 0.50=30 minutes, & 0.75=45 minutes).

Payday is the 5th of each month for hours worked the previous month. If the 5th falls on a weekend or holiday, payday is the last business day prior to the 5th unless otherwise notified. Student Employees have direct deposit of their pay checks.

Changes to direct deposit details and contact information shall be made in Paylocity.

Important!
- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.
- FWS student employees must not displace employees. Replacement is interpreted as displacement.
- FWS student employees are exempt from paying Social Security and Medicare taxes. Students must submit a statement to the OCCC Human Resources with this request if they would like to pay these taxes.
- Work-study students are not eligible for fringe benefits such as paid sick leave, vacation pay, and holiday pay.
- Work-study money is TAXABLE income. W-2's are available in Paylocity the end of January for tax purposes. It is the student's responsibility to print W-2 form and review IRS regulations to determine if they meet IRS filing requirements.
- Work-study students are paid monthly.
- Pay advances are not available to work-study students.
- FWS earnings are not subject to garnishment. By law, earnings are for educational purposes only.
- FWS is designed to be an employment program with work assignments that will provide experience and reinforce each student's academic and career goals. However, the nature of some student employment positions includes some "down time," and in some cases the student employee may be allowed to use that time to do personal things such as read or study.

Rest and Meal Periods

These are the minimum breaks required by law. Length of
Shift:
- 2 hours or less- none
- 2 hours, 1 minute to 5 hours, 59 minutes- one paid 10-minute break
- 6 hours- one paid 10-minute break & ½ hour unpaid meal break
- 6-8 hours- two 10-minute breaks & ½ hour unpaid meal break

OCCC employees receive a 15-minute break for every 4-hour segment. Breaks should be as close to the middle of each segment as possible
(www.oregon.gov/boli/ta/pages/t_faq_meal_and_rest_period_rules.aspx)

Student Responsibilities
- Report to work promptly at the scheduled time.
- Notify the supervisor in advance if tardy or absent from work.
- Perform the tasks of the position to the best of their ability.
- Dress appropriately for the job performed.
- Take the functions of the position and the job seriously.
- Act in a professional manner always.
- Abstain from conducting personal business on employer time.
- Notify the supervisor of any reduction in credit hours.
- Give the supervisor at least two weeks' notice if resignation is necessary.
- Follow all procedures outlined in this handbook and those provided by the supervisor.
- Be aware of and adhere to student employment rules and regulations.
- Maintain accurate timesheet and finalize timesheet on the last day of each month.

Supervisor Responsibilities
- Follow the interview process for prospective student employees.
- Explain to the student the role and standards expected as an employee, including dress code.
- Provide adequate training for the completion of assigned tasks.
- Treat student employees with the same respect given to other employees as defined by federal, state, and college regulations.
- Keep the lines of communication open.
- Provide students with a work schedule that does not conflict with coursework.
- Be aware of and adhere to student employment rules and regulations.
- Monitor student hours. Student cannot earn more than their award amount each term.
- Make sure timecard records are accurate and certified for payment each pay period.

Performance Review
Supervisors will have at least 3 designated times to provide feedback and check-ins for first-time student employees. Below are tentative dates for these:
- 1ST Feedback – After 1st week of Employment, but before 30 Days of Employment
- 2ND Check-in – Mid Way through First Term of Employment
- End of Term Feedback – Before the end of the final week of classes

If Student is re-appointed to the same position:
- End of Term Feedback: The student will provide feedback at the end of each term they are employed.

Resolving work performance concerns/Terminations
Supervisors must address student employees that have performance concerns.
All employees, including student employees, must have an opportunity to rectify the identified deficiencies.
The Director of Human Resources can assist you with these conversations.

Resolving problems
When attempting to resolve a work performance concern, take the following steps to ensure fairness and adequate notification of consequences.
1. 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 or be terminated from the position.
2. If by the agreed upon date there is little or no improvement, the supervisor may terminate the student.
3. Terminate the student employee and notify Director of Human Resources in writing.

Immediate Termination
The supervisor may terminate a student employee immediately for any of the following violations:
- Inappropriate conduct i.e., dishonesty, sleeping on the job, fighting, threatening the supervisor or other employees on the college campus or elsewhere. Any conduct that adversely affects the interest, reputation or the safety of the college or the employees.
- The use of alcohol beverage, illegal drugs or being under the influence while working.
- Refusal to perform an assigned task given by the supervisor or for insubordination.
- Conviction of a job-related felony.
- Careless, neglect, theft, improper and malicious use of college property or equipment.
- Student Employee has failed to inform the supervisor that they will not be showing up to work (No call/No show) three consecutive times.

Other Forms of Terminations
- End of Academic Year
- Depletion of Budgeted Funds
- Failure to Meet Eligibility Requirements
- Voluntary Termination

Employment of Family Members

Nepotism Policy Number: AP 7310, provides clear and consistent policy on nepotism and related to employment practices:

Oregon Coast Community College does not prohibit the employment of a relative or member of household of a current employee of the college, with the exception that a college employee acting in their official capacity may not supervise a person who is a relative or member of household. In addition, a college employee may not participate in personnel decisions relating to a relative or member of household. These restrictions do not apply to unpaid volunteer positions with Oregon Coast Community College.

Personnel decisions include appointment, employment, promotion, discharge, firing or demotion of the relative or member of the household, and include participation in any interview, discussion or debate related to these personnel decisions.

Relative means spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals for whom the employee has a legal support obligation, or anyone for whom the employee provides benefits arising from their employment. This definition applies to both the employee and the spouse of the employee.

Member of household means any person who resides with the employee.

Supervision is defined as the position that provided direct supervision.

Oregon Coast Community College will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, Oregon Coast Community College retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place a relative or member of household in the same department, division or facility. Oregon Coast Community College retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.