



# **FEDERAL WORK STUDY HANDBOOK**

## Introduction

This handbook has been prepared for the benefit of NEO A & M Federal Work Study students and their supervisors. It is meant to set forth guidelines and to clarify the working relationship between the student and the supervisor.

## Applying for Federal Work Study

- In addition to completing the FAFSA, students must also complete a FWS application, which is available in the NEO Office of Financial Aid or online at [www.neo.edu](http://www.neo.edu).
- Once eligibility has been confirmed, the student will be contacted about open positions on or off campus. Students will be given a FWS Authorization to Work form, which will show how many hours a student may work and their rate of pay.
- Students will contact campus departments that have open positions for an interview. If the student and supervisor decide that they are a good match for the position, the supervisor will complete the FWS Authorization to Work form and the student will need to return the form to the NEO Office of Financial Aid.
- Financial Aid will finalize the FWS award, sign the form and give a copy to the student.

## Payroll Procedures

- Students will take the completed FWS Authorization to Work form to the NEO Payroll Clerk and complete all required paperwork.
- Students must provide NEO with two forms of identification\* in order to be hired for a position. \*Acceptable documents include, but are not limited to, a copy of the student's driver's license and social security card. A complete list of acceptable documents is available in the Office of Financial Aid.
- Once all required paperwork has been completed, the Payroll Clerk will sign the Authorization to Work form and give it back to the student. Before beginning work, the student must give the Authorization to Work form, with all required signatures, to their supervisor.
- **STUDENTS CANNOT WORK UNTIL ALL REQUIRED PAPERWORK HAS BEEN COMPLETED AND SIGNED.**
- Students will record their time worked on a paper time sheet until their position has been established in the Self-Service portal on my.neo.edu. Once a student's position is available in the Self-Service portal, all time worked will be recorded there and approved by their supervisor.
- Off campus students will continue using the paper timesheet in addition to the Self-Service portal to record their time worked. The paper timesheet must be signed by the student's supervisor and faxed, or dropped off at the NEO Office of Financial Aid at the end of each payroll period.
- **FAILURE TO RETURN THE OFF CAMPUS PAPER TIMESHEET TO THE OFFICE OF FINANCIAL AID IN A TIMELY MANNER MAY RESULT IN A DELAY IN PAYROLL PROCESSING.**

## Overview

Federal Work Study is a need-based, federally funded work program designed to help students meet the Cost of Education.

The NEO Office of Financial Aid will make every effort to match a student, based on course of study, talents, and knowledge, with the supervisor's needs. NEO faculty and staff understand that FWS students are students first, and supervisors will work around a student's class schedule as much as the departmental needs allow.

Here are just a few benefits of being a FWS student at NEO:

- Experience for your resume and with the interviewing process
- Letters of recommendation from supervisors
- Opportunity to explore different career interests

### Description of FWS Positions

There are two categories of FWS positions at NEO. The first category, on-campus positions, involves such services as clerical support, graders, and tutors. First time on-campus positions pay \$7.50 per hour. The second category, community service positions at mostly off-campus locations, include reading tutors at local elementary schools through the America Reads Program, clerical work for WorkForce Oklahoma and assistance at other community service centers. These community service jobs pay \$8.25 per hour. Some community service work-study positions may require criminal background checks. For example: Reading Tutors are required to have a criminal background check prior to working at an elementary school.

### Eligibility

Students must fill out the FAFSA and have unmet need to be eligible for FWS. A student's file must be complete in order to be considered for FWS. Due to limited availability of positions, it is suggested that students interested in the work-study program complete their FAFSA as early as possible. Eligibility must be met each academic year independently, so students must apply each year.

Students must also meet all other requirements for financial aid, including:

- Enrollment in an eligible degree, certificate, or diploma program
- Not in default on a student loan or owing a refund on previous financial aid received
- Maintaining satisfactory academic progress. A copy of these standards is available in the Financial Aid Office or on the NEO website.

### Responsibilities of Work Study Supervisors

- To request a FWS student for your department, obtain a FWS Request Form from the Office of Financial Aid. A request form must be completed for each academic year, even if you have a returning FWS student.
- Complete the FWS Request Form and return it to the Office of Financial Aid. You will need a signature from your department chair.
- If you would like priority consideration given to a returning, or new student, please indicate your choices on the request form.
- Possible FWS students for your position will be referred to you for an interview. If you wish to hire the student, complete the Supervisor section on the Authorization to Work Form with all required signatures.
- Complete the Job Description on the back of the Authorization to Work form with all required signatures. If you have developed your own departmental job description, attach it to the Authorization to Work form.
- Before allowing a student to work, make sure the student is authorized to work by having them give you a copy of an Authorization to Work form, signed by **both** Financial Aid and Human Resources. **Failure to follow this policy may cause the student's pay to be charged to your budget.**
- Set up a schedule that does not interfere with the student's class schedule, and make reasonable allowances for unforeseen scheduling problems due to class work.

- **DO NOT ALLOW STUDENTS TO WORK DURING CLASS TIME, EVEN IF CLASS HAS BEEN CANCELED.**
- Since work-study students could be granted access to personally identifiable information in the educational records of other students, work-study students must receive instruction that they cannot discuss confidential information with anyone except you (the supervisor).
- Fully explain all duties associated with the position and provide training if necessary. Make sure all duties assigned fall within the job description.
- Inform FWS students of all special safety considerations pertaining to their work environment.
- Monitor the number of hours your student works to ensure that they are working within the terms of their assignment.
- Assist students with completing time sheets on Self-Service. You, the supervisor, will be responsible for approving the time sheet in Banner Self-Service at the end of each payroll period.
- Provide a 15-minute break for every four hours worked.
- If a student fails to complete assigned duties in a satisfactory manner, to show up at assigned times, or to conduct themselves in a responsible manner, it is your responsibility to counsel the students. If you determine termination is necessary, it is your responsibility to submit a Termination / Transfer Form to the Financial Aid Office.

### **Responsibilities of FWS Students:**

- Complete a work schedule with your supervisor at the beginning of each semester.
- You are not allowed to work over the maximum allowed hours per week as listed on your contract.
- **YOU CANNOT WORK WHEN YOU ARE SCHEDULED TO BE IN CLASS, EVEN IF CLASS HAS BEEN CANCELED.**
- You should report for work as scheduled and on time. Your supervisor will be depending on you to work the hours that you are scheduled to work.
- Personally contact your supervisor if you will be absent due to illness or for any other reason.
- Act in a professional manner concerning confidentiality of student and college records that you may have access to as part of your job assignment.
- Follow procedures and meet expectations set by your supervisor.
- You are expected to dress and act appropriately; no short shorts, yoga pants, or crop tops. Remember, you represent NEO A & M College in a professional setting.
- Time spent on work-study should be productive to the department.
- Discuss any work-related problems you experience (schedule, job expectations, conflicts, etc.) with your supervisor.
- Keep records of your total earnings, and make sure that you do not exceed your total award per semester as listed on your Authorization to Work form.
- Regardless of your work-study end date, if you do not intend to register for the next semester or are graduating, your last day of classes will end your work-study assignment.
- If you decide to quit your FWS job, you are required to give a notice to your supervisor and submit a Termination / Transfer Form to the Financial Aid Office. The Financial Aid Office is under no obligation to locate another position for you if you quit your job.

### **Other Policies**

- A FWS student may work during the summer semester if,

- work is available,
- sufficient FWS funds are available to pay the student,
- The student is enrolled in the summer semester; or is enrolled in the upcoming fall semester and has completed the FAFSA for fall.
- A FWS student may work between semesters if,
  - Work is available,
  - The student is enrolled in the upcoming semester,
  - Funds used between semesters will affect the number of hours a student can work during the upcoming semester.
- FWS students are not eligible for paid lunch hours, vacations, sick leave, or holiday pay.
- FWS students are covered by Workmen’s Compensation Insurance, but not by Unemployment Insurance. All work-related injuries should be reported to your supervisor immediately. The supervisor should notify Human Resources and the Office of Financial Aid as soon as possible.

## **Employment Termination**

### **Voluntary Termination**

- If student decides to quit a job, he/she should give at least two-week advance notice to the supervisor so that a replacement may be found. Student employees may voluntarily terminate their jobs at their own discretion.

### **Involuntary Termination**

Supervisors may terminate a student for a number of reasons. Federal Work Study student employees may be terminated from their positions by the Supervisor for inability or unwillingness to comply with the requirements of the position. Some examples of violations that will result in termination with or without warning include, but are not limited to:

#### Termination with Warning:

- Frequent tardiness
- Repeated unexcused absences
- Scheduling conflicts
- Discontinuation of the job

#### Termination without Warning:

- Time Sheet falsification
- Theft
- Destruction of College property
- Use of drugs or alcohol during or immediately prior to the work shift
- Violation of College policies
- Violation of Confidentiality Agreement
- Student receives funds that cause them to no longer be financially eligible.
- Student is no longer making Satisfactory Academic Progress.
- Federal Work Study earning maximum met.
- Funds for the FWS program are depleted

## **Dismissal Guidelines and Repercussions**

Supervisors may terminate a student's employment for any reasons listed above. If a supervisor is not satisfied with a student's performance and the student's actions or behaviors do not require immediate termination, the supervisor should counsel the student about the situation.

If termination is necessary, the supervisor must submit a signed Termination / Transfer Form to the Financial Aid Office indicating the reason for termination. If possible, once you, the supervisor, have completed the Termination / Transfer Form, review with the work-study student who is being terminated and have them sign. The form must be completely filled out; however, the student's signature is preferred, but not required.

Please note, problems such as dishonesty, theft, and violations of confidentiality call for immediate dismissal. Supervisors should contact the Work-Study Coordinator as soon as possible in such instances.

# **FEDERAL WORK STUDY FORMS**



NEO A & M COLLEGE
APPLICATION FOR STUDENT EMPLOYMENT

Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been employed as a work study student before? Yes\_\_\_ No\_\_\_ If yes, what Department \_\_\_\_\_

Do you have relatives employed by NEO? Yes\_\_\_ No\_\_\_ If yes, what Department \_\_\_\_\_

Have you filled out a 2018-2019 FAFSA? Yes\_\_\_ No\_\_\_ You must fill out a FAFSA before we can determine your eligibility for Federal Work Study.

Are you legally entitled to work in the United States? Yes\_\_\_ No\_\_\_

If hired, you must provide proof of your identity and employment eligibility as required by the Immigration Reform and Control Act.

Classification: Freshman\_\_\_ Sophomore\_\_\_ Major \_\_\_\_\_

Have you ever been convicted of a felony? Yes\_\_\_ No\_\_\_

If yes, please explain on a separate sheet.

Please indicate below where you would like to work. Check all that apply.

- Any Open Position \_\_\_ ETC \_\_\_ Campus Police \_\_\_
AG Department \_\_\_ Financial Aid \_\_\_ Public Relations \_\_\_
AICE \_\_\_ Admissions Office \_\_\_ Recruitment Office \_\_\_
Bookstore \_\_\_ Library \_\_\_ Student Activities \_\_\_
Business Office \_\_\_ Math Grader \_\_\_ English Lab \_\_\_
Center for Academic \_\_\_ Off Campus Community \_\_\_ Math Tutor-Student \_\_\_
Success (CASA) \_\_\_ Service \_\_\_ Support Services \_\_\_



**PLEASE READ CAREFULLY**

Northeastern Oklahoma A & M College does not discriminate in hiring or in the terms and conditions of employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status, or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 and older. No question on this application is intended to secure information to be used for such discrimination. I understand my work study program with NEO is a form of financial aid, which gives NEO the authority to use my earnings to pay against my student account balance in the Business Office until it is paid in full, unless other arrangements have been made in writing and signed by the Vice President of Fiscal Affairs to satisfy the charges on the account.

**PRIOR WORK EXPERIENCE**

Employer	Position/Job Duties	Dates of Employment

List any additional experience, skills, or qualifications (including military experience) which may be relevant.

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**EMPLOYEE CONFIDENTIALITY STATEMENT**

As a Northeastern Oklahoma A & M College employee, you may have access to private, confidential, or sensitive information including, but not limited to, student records, private communication, academic records, and payroll information.

Accessing, using and/or disclosing such information for any reason other than the legitimate pursuit of your employment duties, using another person's sign-on or attempting to access a secured application without proper authorization, constitutes misuse.

Any misuse or unauthorized release of such information, either during your employment at NEO A & M College or subsequent to the conclusion of your employment at NEO A & M College may be grounds for termination, discipline, and/or initiation of legal actions against you.

By signing below you are certifying that you have read, understand, and agree to comply with these stipulations.

I understand that my application will remain active for the current academic year and that I should notify the Personnel Office if I wish to be considered beyond that period of time. All persons, schools, universities, firms and entities listed in this application are hereby authorized to release information or records concerning my education, academic achievement, work performance, and personal history for the official use of NEO A & M College. I hereby release said persons, schools, universities, firms and entities, as well as, NEO A & M College and employees thereof from any liability for damage of whatever kind, as a result of furnishing or receiving of such records and information.

I certify to the best of my knowledge the facts set forth in my application are accurate and complete. I understand that falsifying information on this application will be sufficient grounds for termination of my employment or cancellation of a job offer without prior notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Federal Work Study Request

Department Name: \_\_\_\_\_

Number of Positions Available: \_\_\_\_\_

Position Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of Requested Student(s): \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Department Chair Signature



**FEDERAL WORK STUDY  
AUTHORIZATION TO WORK**

<b>Name</b>		<b>ID#</b>	
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<b>Amount Authorized to Earn</b>		<b>Authorized Hours per Week</b>		<b>Hourly Pay Rate</b>	
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Area of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Department Chair \_\_\_\_\_

Total hours per week you plan to employ student \_\_\_\_\_

**Supervisor Checklist**

1. Complete the job description on the back of this form and review with student.
2. Job description **MUST** be signed by both supervisor and student.
3. Student **MUST** present a copy of this form to supervisor with **both FA and HR signatures** before beginning work.

  

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Department Chair Signature

***For Financial Aid Use Only***

<b>Aid Year</b>		<b>Aid Period</b>		<b>Fund Code</b>	
<b>Placement</b>		<b>Position Code</b>		<b>Job Title</b>	
<b>Pay Rate</b>		<b>Authorized Hours</b>		<b>Authorized Earnings</b>	

\_\_\_\_\_  
FA Authorized to Work Signature

\_\_\_\_\_  
HR Authorized to Work Signature

## Work Study Job Description

<b>Student Name</b>	<b>Student ID#</b>
<b>Department/Employer</b>	<b>Position Title</b>
<b>Address/Location</b>	<b>Rate of Pay</b>
<b>Supervisor</b>	

<b>Job Duties and Responsibilities</b>

<b>Qualifications/Prerequisites</b>

<b>Evaluation Procedures and Schedule</b>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**NEO A & M COLLEGE  
STUDENT WORK/CLASS SCHEDULE**

Name \_\_\_\_\_ ID # \_\_\_\_\_

Semester \_\_\_\_\_

**Class Schedule**

<u>Class</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

**Work Schedule**

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>

*Please fill out a new form each semester or if your class schedule changes and submit it to the Financial Aid Office.*



# Federal Work Study Termination/Transfer

Department Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Reason for Termination/Transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature (Not required)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Department Chair Signature

**Return to the Office of Financial Aid. Please keep a copy for your records**