Overview of ECC Student Work Study Program
East Central College participates in a work-study program funded by the Federal Work-Study Program. To be eligible, students must be enrolled in at least six credit hours, must submit the FAFSA form and qualify for financial need. Students must maintain satisfactory grades while working on campus for continued eligibility. Students may work up to 19 3/4 hours per week while attending college. The budget and the student’s financial need will determine the number of hours of work assigned. Contact the Financial Aid Office for more information or check out the program’s website: www.ed.gov/programs/fws/index.html.

ECC has three funding sources for work study employment which include federal funds, institutional funds and tech fees fund. The student’s financial need and the position determine the funding source used for payroll.

Students approved for work study during the fall semester can be approved for spring and summer rehire without completing a new FAFSA. The student will need to reapply for the student work study program each fall since eligibility for work study is determined by financial need and enrollment status. Eligibility status can change from semester to semester and/or year to year.

Guidelines for Operating a Federal Work-Study (FWS) Program
According to the Guidelines for Operating a Federal Work-Study (FWS) Program, jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. The school must use at least 7% of its FWS allocation to employ students in community service jobs with at least one FWS student employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project (America Reads). A school must make FWS jobs reasonably available to all eligible students at the school. Any student employed under FWS must be paid for all hours worked.

A student may be employed on campus at any type of postsecondary institution and may be employed to work for the school itself, including certain services for which the school may contract, such as food service, cleaning, maintenance and security. The other areas include student services such as jobs in financial aid, the library, registration, tutoring, and office clerk positions.

Financial Aid Responsibilities
Financial Aid will communicate the program guidelines to the students during orientation and registration. Financial Aid determines a student’s eligibility for the Work Study Program. Financial Aid will inform qualifying students and provide them with an employment application. In most cases the student will be eligible to work until the end of the semester unless terminated before that time. Financial Aid will confirm student eligibility per semester and interim break. Financial Aid will audit the hours worked by each student to confirm they are not exceeding their approved hours. Financial Aid will inform Human Resources and the student of any changes in the funding eligibility for the student. Financial Aid is responsible for maintaining the work student budget.
**Supervisor Responsibilities**

Supervisors need to submit a completed **Student Worker Request** form to their Vice President and Human Resources according to the student worker calendar. Human Resources and the student worker committee will review the request to determine approval. The supervisor will be notified of approval or denial. If the request is approved, the supervisor will work with Human Resources to select, interview and recommend applicants to hire. Student worker applications are maintained in the Human Resources office.

Student workers are not allowed to work until the supervisor receives an email approval from Human Resources indicating that the student has completed all necessary employment paperwork and is eligible to work in the United States.

Once hired, it is the supervisor’s responsibility to provide the student worker with a work schedule that does not conflict with the student’s class periods, assignments, duties and relevant on the job training. Student workers are to be actively engaged with employment duties during their shift. Student workers should not be allowed to complete homework while working their shift. Student workers can be shared by departments.

It is the supervisor’s responsibility to review and approve the weekly timesheet. It is the supervisor’s responsibility to document on the timesheet when a student is working during their normal scheduled “class time” (perhaps their class was cancelled that day by their instructor or they had an early dismissal after completing their exam). A student worker can only work the approved number of hours for work study. If the student works with a classified staff person, the individual will verify the timesheet and then submit it to the supervisor for approval.

The student is responsible for completing the appropriate timesheet each week. Students qualifying for federal funds complete the federal timesheet and students qualifying for institutional and tech fees funds use an institutional timesheet.

If the department has a need for a student worker during the interim period, this request must be submitted to Human Resources and Financial Aid must approve if the student is eligible to work during the breaks. Human Resources will contact the department if the student is eligible to work during the interim breaks. The supervisor will be responsible for informing the student.

Supervisors must complete a **Separation Notice** for each student worker in his/her department who will not be returning at the end of the semester.

**Student Responsibilities**

If a student is interested in the Work Study program, he/she has to complete the necessary Financial Aid paperwork (FAFSA) to determine eligibility. Financial Aid will inform the student if they qualify for the work study program.

Students can get an employment application from the Human Resources Office, Financial Aid and/or the webpage. Students are to return the employment application to Human Resources before they will be considered for a position. Students will be required to complete employment paperwork if they are recommended for hire which includes the tax forms, payroll forms and I-9 form before they can start working.
Students are expected to maintain confidentiality pertaining to their jobs and comply with college policy. Students are required to perform their assigned duties and work the scheduled shift. The student will not be allowed to work beyond their approved hours per week and/or approved semester total. The number of hours of work a week will be based on the budget and the student’s financial qualifications for a maximum of 19 ¾ hours per week. If a student is unable to work, they are to inform their supervisor.

Students are required to complete the appropriate weekly timesheets which must be approved by the Department Supervisor. Timesheets are to be submitted on Fridays. Students qualifying for federal funds complete the federal time sheet and students qualifying for institutional and tech fees funds use an institutional sheet.

**Human Resources Responsibilities**

Human Resources will have the **Student Worker Request Form** online and in the office for all supervisors. A completed request form will be required in order to process a student worker for the department. Human Resources and the student worker committee will review completed requests and determine approval. The supervisor will be notified of approval or denial. If the request is approved, Human Resources will post the position internally and on the ECC webpage. Human Resources will work with the supervisor to select, interview and recommend applicants to hire. Completed student worker applications are maintained in the Human Resources office. Completed student worker applications are maintained in the Human Resources office.

The supervisor will provide the names of the potential candidates to be hired and Human Resources will confirm eligibility with Financial Aid.

If the student is eligible for employment, the supervisor will contact the student to offer the position. The supervisor will confirm a schedule based on the approved number of hires, set a 1st date of employment, and inform the student to contact Human Resources to complete new hire paperwork. The Supervisor will inform Human Resources of the start date. Human Resources will verify eligibility for employment in the United States. It is imperative that the student complete the necessary employment paperwork (i.e., tax forms, I-9 form) before working. Human Resources will inform the supervisor once all new hire paperwork is complete and the student is approved to work. Human Resources will complete a personnel action form and submit paperwork to payroll for processing.

If the department has requested a student worker during the interim period, Human Resources will work with Financial Aid to confirm the student is eligible to work during the breaks and contact the department.

Human Resources will process the **Separation Notices** for each student worker not returning.

*Updated April 11, 2014*