



Student Work Study Program

East Central College offers a work study program that is funded by the Federal Work-Study Program and the Institutional Work Study Program. ECC has three funding sources for work study which include federal funds, institutional funds and funds from tech fees. The student's financial need and the position determine the funding source used for payroll.

Work Study students are approved for various departments on the campus which could include financial aid, student services, the library, registration, learning center, information technology, theater, food service and/or office clerk positions.

Student Eligibility for Work Study

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.

To be eligible, students must be:

- Enrolled in at least six credit hours
- Submit the FAFSA form and qualify for financial need
- Maintain satisfactory grades while working on campus for continued eligibility

The budget and the student's financial need will determine the number of hours of work assigned per week with the maximum number of hours at 19 ³/₄. Any student must be paid for all hours worked.

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The supervisor and student responsibilities and requirements are the same whether the student qualifies for federal, institutional or tech fee funding.

Federal Work Study Program

Federal Work Study (FWS) Program jobs may be on or off-campus. A school must make FWS jobs reasonably available to all eligible students at the school. Contact the Financial Aid Office for more information or check out the program's website: www.ed.gov/programs/fws/index.html.

East Central College 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. Off-campus

FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. The student must be directly supervised by an employee of that agency.

B. On-campus

FWS jobs may be offered in various departments on the campus.

C. America Reads Student Worker

A FWS student may be employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project (America Reads). Financial Aid will work with the Education department to hire and supervise a student worker in one of the local school districts. A student worker will need to be hired by the second week of classes each semester. The student will qualify for payment for commute time from the College to the School. The student will be required to pass a criminal background check which will be paid by the College.

D. Community Service

FWS jobs in the College's learning center and library meet the community service requirements since the College is an open college and community members are served by both locations.

Institutional funding

East Central College funds student workers through the College's Institutional Budget. Students may be employed to work in various departments on the campus which could include financial aid, student services, the library, registration, learning center, theater, food service, custodian and/or office clerk positions.

Tech Fees Funding

East Central College funds student workers in the information technology department to provide technical assistance to students in the computer labs through the College's Tech Fees Budget.

Student Ambassadors

Student Ambassadors are representatives of the student population and role models to their peers. A Student Ambassador must feel a strong commitment to the campus community and willing to share their enthusiasm and pride for the ECC learning experience. Student Ambassadors will assist with the implementation of new student orientation, campus activities and events, conduct campus tours and other activities related to ECC.

Peer Coaches

Peer Coaches are returning ECC students with academic and leadership potential who provide one-on-one peer mentoring and support to first-year students in Foundation Seminar classes and students in developmental education classes. Working closely with Foundation Seminar and developmental education class instructors, as well as Learning Center staff, these promising students act as role models to students who need support in their transition into the academic environment.

Financial Aid Responsibilities

Financial Aid staff will communicate the program guidelines to 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 student worker budget.

Supervisor Responsibilities

A. Request for Student Worker

Supervisors need to submit a completed Student Worker Request form to their Vice President and Human Resources according to the deadline. Human Resources and the student worker committee will review the request to determine approval. The supervisor will be notified of approval or denial of the request for a work study student. Failure to submit the request by the deadline will could impact eligibility for work study student and/or result in a delay for approval.

B. Student Worker Employment

Student worker applications are maintained in the Human Resources office. The supervisor will work with Human Resources to post the position, select, interview and recommend applicants to hire. 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.

C. Interim Periods

If the department has a need for a student worker during the interim period (week days between the semesters), this request must be submitted to Human Resources and Financial Aid must verify the student's eligibility 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.

D. Separation

Supervisors are to complete a Separation Notice for each student worker not returning to their department. Failure to inform Human Resources of the termination impacts the Financial Aid reporting.

E. Employment Guidelines

- 1) Supervisor will provide the student worker with a work schedule that does not conflict with the student's class schedule. The student may work during scheduled class time only when class is canceled, fall and/or spring break and finals week but reason for working during the normal schedule class time must be noted on the timesheet.
- 2) Supervisor will supervise the student since the student is not allowed work without direct supervision.
- 3) Supervisor will assign duties and tasks as outlined in the job description developed by the supervisor. Supervisors are to maintain an updated job description with Human Resources and Financial Aid.
- 4) Supervisor is to provide relevant on the job training.
- 5) Student workers are to be actively engaged with College related employment duties during their shift.
- 6) Students are to perform all work study related tasks while on campus or at the designated off-campus location.
- 7) Student workers cannot work from home.
- 8) Student workers are not to perform personal related tasks for the supervisor.
- 9) Student workers are not permitted to grade assignments, tests or enter grades for instructors.
- 10) Student workers are not allowed to complete homework while working their shift.
- 11) Student workers can be shared by departments.

- 12) Supervisors are to ensure that the student reports all hours worked and does not exceed the approved amount. Students may not volunteer their time to work extra hours performing the same/similar duties. Students must be paid for all hours worked.
- 13) Student workers may not work when the College is closed due to inclement weather, holidays or other college closings.

F. Timesheet Approval

- 1) It is the supervisor's responsibility to review and approve the timesheet weekly. Timesheets are due in payroll by noon on Monday.
- 2) It is the supervisors responsibility to document on the time sheet 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).
- 3) Supervisor will make sure the student worker only works the approved number of hours as authorized by the Institution.
- 4) If the student works with a classified staff person, the individual will verify the timesheet and then submit it to the supervisor for approval.
- 5) Supervisor will confirm that students qualifying for federal funds complete the federal time sheet and students qualifying for institutional and tech fees funds use an institutional sheet.

Student Responsibilities

A. Eligibility

Students interested in the Work Study program must be enrolled in at least six credit hours and qualify for financial need. The number of hours of work per week will be based on the budget and the student's financial qualifications for a maximum of 19 ³/₄ hours per week.

B. Employment

Students are to submit a completed employment application to Human Resources before they will be considered for a position. If recommended for hire, students will be required to complete employment paperwork, which includes tax forms, payroll forms and the I-9 form, before they can start working. Student work schedules may not conflict with class schedules.

C. Job Expectations

- 1) Student workers must comply with college and department policy.
- 2) Student workers are required to perform their assigned duties under the direct supervision of their supervisor.
- 3) Student workers will not be allowed to work beyond their approved hours per week and/or approved semester total.
- 4) The student may work during scheduled class time only when class is canceled, fall and/or spring break and finals week but reason for working during the normal schedule class time must be noted on the timesheet.
- 5) Student workers must maintain satisfactory grades while working on campus for continued eligibility.
- 6) Student workers may not complete homework, assignments or personal work while on the job.
- 7) Student workers may not work from home and must be supervised while working.
- 8) Student workers may not work when the College is closed due to inclement weather, holidays or other college closings.
- 9) Students may not volunteer their time to work extra hours performing the same/similar duties.
- 10) Student workers are expected to maintain confidentiality pertaining to their jobs.

D. Timesheets

- 1) Student workers are paid every two weeks according to the College's payroll schedule.
- 2) Students are required to complete the appropriate timesheet which must be submitted to payroll each week by Monday at noon.
- 3) Students are to report the hours worked.
- 4) The Department Supervisor must approve and sign the timesheet.
- 5) Federally funded student workers are to complete the federal timesheet.
- 6) Institutional and Tech Fees funded student workers are to complete an institutional student worker timesheet.
- 7) Peer Coaches will need to complete a federal or institutional student worker timesheet based on the approved funding.
- 8) Ambassadors are to complete an institutional timesheet.

Human Resources Responsibilities

Human Resources will notify supervisors of important dates for hiring student workers.

Supervisor will complete a request form in order to process a student worker for the department. Human Resources will have the Student Worker Request Form online.

Human Resources and Financial Aid will review completed requests and work with the Vice Presidents and College President to determine approval. The supervisor will be notified of approval or denial.

Human Resources will work with the Supervisor to post the approved position internally and on the ECC webpage. Human Resources will accept the employment applications and work with the supervisor to select, interview and recommend applicants to hire. 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. Human Resources will inform the supervisor of student eligibility.

The supervisor will contact the student to offer the position. The supervisor will confirm a schedule based on the approved number of hours, set the first date of employment, and inform the student to contact Human Resources to complete new hire paperwork.

Human Resources will provide the student the new hire paperwork and verify eligibility for employment in the United States. It is required 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 start working and confirm a start date.

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.

Consequences

Students and/or supervisors who fail to follow the procedures could impact eligibility to continue in the work study program or may be removed from the program.

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