

Work-Study (Federal College Work-Study Program)

Introduction:

The Federal Work-Study Program was created to stimulate and promote part-time employment for students who have financial need and who need earnings to pursue a college education. It allows students to meet their educational expenses without incurring additional debt and is intended to provide worthwhile job opportunities for qualified students.

To participate, you must be awarded Federal Work-Study as part of your financial aid package. Applications for work-study are available in the Financial Aid office or on the college website. In addition to providing financial assistance, work-study provides work experience that employers are looking for. These include:

- Practical training and experience in your chosen field.
- Positive job experience to help you identify your career objectives.
- Contribute to an impressive resume.

Awards and Processes:

Federal Work-Study (FWS) dollars are limited. Each campus is awarded an allocation of FWS funds on an annual basis. In turn, the Financial Aid office awards work-study dollars to eligible students on a first come, first serve basis. Students are encouraged to file their FAFSA early if they are interested in the work-study program. The typical work-study award is \$1500 per year.

The financial aid award letter notifies students who are granted work-study. Once the college's work-study allocation has been awarded for the academic year, those students who applied for work-study but were not granted an award are placed on a waiting list.

Once a student has secured a worksite, the student and the supervisor will complete the work-study packet. The work-study packet includes all the documents needed to comply with federal, state and college policies concerning employment at FM. This packet must be submitted to the payroll department in the Foundation and Finance Building (F112). The student is responsible for submitting this packet to the Payroll Department in a timely fashion. The student may not begin working until this paperwork is complete and on file at the payroll department.

Students are paid by documenting their hours worked on a time sheet. Upon completion of the time sheet the student and the supervisor must sign the time sheets before it is submitted to payroll. Timesheets are submitted to the payroll department on Fridays on a biweekly schedule. A payroll calendar will be provided to ensure timely submission of your timesheet to meet the next pay period. No more than two weeks of time sheets should be submitted on a biweekly basis. Student should not hold timesheets and submit them late to payroll. The student is responsible for submitting time sheets on time.

Jobs:

A list of work-study jobs can be accessed on the college website. Go to www.fmcc.suny.edu click either prospective or current student, click financial aid, and look for the work-study heading. Under this heading you will find on-campus jobs and off-campus jobs listed by clicking the sunyfmcc-csm.symphlicity.com link. Off-campus jobs require students to have their own transportation to the worksite. Travel time to the site may be documented on the timesheet as time worked. Contact the designated supervisor for an interview. Students, who do

not secure a position within 6 weeks from the start of the semester, are risking losing their award. The Financial Aid office will contact these students via a letter, advising them to secure a position or the award will be rescinded. Students who are having difficulty securing a work-study job should contact the Financial Aid office for assistance.

Work-study wages are listed on the job posting. The hourly wage is typically \$7.25 per hour. Students need to monitor the number of hours worked to ensure they do not exceed their work-study allocation, typically \$750 per semester. To remain within this award, students should not exceed 6-7 hours of work per week. Your pay stub will document your year to date earnings and help you monitor work-study dollars used. Students cannot exceed their work-study award, as these funds are limited. If you have any questions regarding your award, please contact the financial aid office for assistance.

Job Performance:

Supervisors will be asked to complete a work-study evaluation prior to end of the semester. Work-study students will be evaluated on the quality and quantity of work, dependability, attitude toward work, interpersonal skills, initiative, resourcefulness, attendance, punctuality, as well as, an overall rating for job performance.

The purpose of the evaluation is to provide the student with feedback about their job performance as a means to strengthen their work attributes. The results of the evaluation should not be a surprise to the student. Poor work performance should be addressed immediately by the supervisor, with an appropriate action plan to help the student improve their work performance. If the students work performance does not improve, the supervisor may issue a written warning to the student. Depending on the severity of the warning, it may result in termination. The evaluation should reflect the students' performance over the course of the semester, and should not be used as a substitution for ongoing feedback to the student about their work performance.

The supervisor will deliver the performance evaluation to the student in a confidential manner. The student will have the opportunity to write comments on the performance evaluation. Once completed, all evaluations will be forwarded to Financial Aid office and housed in the students file.

Work Ethic:

As a work-study student you are an employee of the college. You represent the college when you interact with students, parents and the communities we serve. This is your opportunity to develop work skills that employers are looking for. Use this opportunity to learn phone etiquette, customer service skills, office and administrative skills. Your supervisor will provide you with directions as to your work duties, as well as, how they would like you to conduct yourself when interacting with the public. It is up to you to learn these skills and make them a part of your own work ethic.

Your supervisor should explain your work duties and provide instructions as needed. Your work schedule should be clearly defined and agreed upon by both parties. Act professionally by arriving to work on time, and ready to begin your duties. Notify your supervisor if you are unable to meet your work schedule. Dress appropriately and use good work etiquette. Refer to your supervisor for any questions or concerns you may have regarding your work duties.

Your work schedule may begin as early as the first day of classes and will end the last of class. Work-study students must submit all paperwork to the Payroll

Department before they begin to work. Supervisors should confirm the completion of this requirement prior to the students' first day of work.

Employment Policies:

Affirmative Action

FM provides equal opportunity to all employees and applicants for employment without regard to race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, political affiliation, disability, veteran status, or other unlawful practices.

Americans with Disabilities Act

FM does not discriminate against individuals with disabilities with regard to position application, hiring, advancement, discharge, compensation, training or other terms, conditions or privileges of employment.

Class attendance

The College is committed to the academic success of the student. Mid-term grades are reported at the mid-point of the semester and if any work-study student is found to have grades of all N's (nonattendance) and F's (failing) the student will be asked to discontinue their work-study assignment in order to focus on their academics. Each student found to be in this position and their supervisor will be notified in writing of their suspension.

Confidentiality

It is the policy at FM for employees to understand that they may have access to academic, personal and family information of students and staff. Employees must understand that this information is confidential and disclosure of this information is inappropriate and/or in some instances may constitute a violation of state and federal law. Disclosure of information is a violation of work place ethics and may lead to disciplinary action and/or termination of student employment.

Drugs in the Work Place

The college is committed to maintaining a workplace free of the influence of drugs and alcohol abuse and encourages employees who have such problems to seek counseling. Further FM is obligated to comply with the requirements of the Drug Free Workplace Act of 1988.

Sexual Harassment

It is the policy of FM to maintain for its faculty, staff, students, and guests an atmosphere free of sexual or other harassment, intimidation or exploitation. This policy prohibits retaliation or retribution of any kind against anyone who files a complaint of sexual or other harassment. Similarly, knowingly and willfully making false charges will not be tolerated. A staff member's failure to comply with this policy will result in disciplinary action, which may include termination of employment.

Financial Aid Office 518-736-5301

work-study information, packets, assistance securing a work-study job

Payroll Department 518-762-4651 ext. 8501

work-study packets paperwork, time cards, paychecks