

**FEDERAL COLLEGE WORK STUDY STUDENT EMPLOYMENT
MANUAL**

Student Employee Copy

**MASSASOIT COMMUNITY COLLEGE
2017-2018**

Federal College Work Study Student Employment Manual

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WHAT IS WORK-STUDY STUDENT EMPLOYMENT?

Federal College Work-Study (FCWS) is a federally funded program that provides employment opportunities to students who have demonstrated financial need. The program offers valuable employment experience plus a chance to offset educational expenses through part-time earnings. Federal regulations stipulate that a student may be employed at the college or at an approved non-profit, off-campus agency.

Earning your income through the Federal College Work Study Program offers an important benefit when applying for financial aid. Your FCWS earnings, like any income, are taxable. Unlike other forms of income, however, your FCWS income does not count against you on the FAFSA. Any income reported as FCWS earnings are deducted from your income in the FAFSA formula. Details on filing deadlines and procedures can be obtained at the Financial Aid Office or at <http://www.massasoit.edu/students-and-parents/paying-for-college/application-procedures/index>.

WHAT KINDS OF JOBS ARE AVAILABLE?

Students may secure employment on or off campus. Examples of FCWS jobs at Massasoit include office clerk, library assistant, tutor, media assistant, or community service provider at an off campus community based organization or elementary or middle school. Most supervisors can accommodate a flexible work schedule which allows to work around your class schedule.

AM I ELIGIBLE FOR STUDENT EMPLOYMENT?

Student eligibility is determined by the Financial Aid Office. All awards are based on demonstrated financial need. If you wish to be considered for Federal College Work-Study you must file the Free Application for Federal Student Aid (FAFSA). You may be required to provide documentation to verify the information reported on your FAFSA.

You must also fulfill the following requirements:

1. Be accepted for enrollment in a degree program.
2. Maintain Satisfactory Academic Progress (SAP). *See our website for more information at: <http://www.massasoit.edu/students-and-parents/paying-for-college/satisfactory-academic-progress/index> .*

3. Be a citizen of the United States or an eligible non-citizen (i.e. Permanent Resident). Foreign students with student or temporary visas are ineligible for any form of financial aid.

Note: You must re-apply each year for FCWS eligibility. Student employment is not automatically renewed. A new FAFSA with supporting documentation must be completed each year.

IF I AM ELIGIBLE FOR FCWS, HOW DO I FIND A JOB?

If you are interested in employment, you can contact the Financial Aid Office and complete a FCWS application, applications are located both on our website as well as in the Financial Aid Office . Once your application has been reviewed students who are eligible will be given information about available positions. You will need to meet with the FCWS supervisor in the given department to determine if your background and schedule is a good match.

AM I OBLIGATED TO ACCEPT A PLACEMENT?

No-If you hear of another on-campus opening you are interested in, feel free to pursue it. You should realize each department has a limited number of positions and the particular department you are interested in may already have their position(s) filled.

HOW MANY HOURS MAY I WORK?

The number of hours you are eligible to work each week along with your rate of pay and the maximum amount you may earn for the semester will be specified in your contract. The hourly wage for on-campus student employees is \$11.00 an hour and the hourly rate for off-campus work-study students is \$12.00 an hour. Generally, students are allowed to work 10 hours per week. Additional hours may be available when classes are not in session. **You must have a signed revised contract before you are eligible to increase your hours.**

Federal College Work Study Students may not work during a scheduled class time. Even if the class is cancelled, or if the class is let out early, you may not work during the scheduled class. This includes changes in schedule due to final exams.

I'VE FOUND A JOB, WHAT DO I NEED TO DO NOW?

Before you can start working, you are required to complete and return the following paperwork to the Financial Aid Office.

1. Employment eligibility verification sheet. You will need to present a picture ID and social security card, or birth certificate, or a passport.
2. W-4
3. Student Employment Contract
4. Statement of Confidentiality
5. Any other documentation requested by the Financial Aid Office to establish identity and employment eligibility.

HOW DO I GET PAID?

Student employees are paid every two weeks. Your supervisor will provide you with a timesheet to complete each pay period. **NOTE: Hours worked must be recorded on the timesheet in pen (not pencil).**

You must have your supervisor initial your 'time in' and 'time out' on your timesheet. If an error is made, simply draw a line through the error, record the correction information, and have it initialed by the supervisor.

Completed timesheets must have both your and your supervisor's signatures. *Your supervisor is the only person who should sign your timesheet unless there is an alternate signature person. Under NO circumstances may you sign your supervisor's name. Forging a supervisor's signature is a federal offense and will be reported to the Department of Education.*

Timesheets are due in the Financial Aid Office located in the Administration Building on the Brockton Campus every Friday by 9:00AM.

If your timesheet is not received by the deadline, you will not get paid until the next pay period. No exceptions can be made.

On the Brockton campus, students may pick up paychecks in the Payroll Department, Room 108 in the Administration Building, between 1:00PM and 5:00PM on each Friday pay day, as listed on the payroll schedule.

On the Canton campus, students may pick up paychecks in the Business Office located in Student Services between 1:00PM and 5:00PM on each Friday pay day, as listed on the payroll schedule.

BREAKS

The law requires that students be given at least a one half hour lunch break if they work six (6) or more hours per day. The federal work-study grant does not pay for lunch periods or overtime hours worked. **NOTE:** Make sure your lunch breaks are clearly indicated on your timesheet.

DO I GET PAID TIME OFF?

The Federal College Work Study Program operates on a simple premise: *an hour's pay for an hour's work*. You are not paid for sick time, breaks, lunch hours, vacation, jury duty or any other time you are not actually working.

DO I HAVE TO TAKE SUMMER CLASSES TO BE ELIGIBLE FOR SUMMER FCWS EMPLOYMENT?

No, if you attended in the spring semester and intend to return to Massasoit Community College the following fall semester you may be eligible for summer employment. Please talk with the Financial Aid Office FCWS staff to determine if you are eligible to work during the summer and if there is a job available for you.

AS A PARTICIPANT IN THE FCWS PROGRAM WHAT ARE MY RESPONSIBILITIES?

1. Before you start your job, you should arrange a schedule with your supervisor that is mutually agreeable. Once the schedule is agreed upon you are expected to stick to it.
2. Federal College Work Study Students may not work during a scheduled class time.
3. If you are unable to report for work it is your responsibility to inform your supervisor. Repeated unreported absences are the basis for immediate termination.
4. Department transfers are discouraged. If you are unhappy with your placement and wish to transfer, it is up to you to contact the Financial Aid Administrative Assistant, who handles the FCWS program, to discuss the problem. No transfer will be approved without good cause.
5. You are expected to carefully monitor your earnings so as not to exceed your award. Any earnings that exceed your financial need, as established by the Financial Aid Office, may reduce amount of your other aid, including grants.
6. If you find it necessary to resign your position because of outside circumstances (financial problems, family matters, illness, etc.), you should give your supervisor at least two weeks' notice.
7. You must show your Massasoit I.D. card when picking up your check. You are expected to pick up your own check. Do not ask someone else to pick it up for you.
8. You are not expected to do personal errands for your supervisor. If you have a question about what is considered "personal" and what is job related, contact the Financial Aid Office.
9. You should not be driving a transportation vehicle as part of your student employment.
10. If you have any questions, concerns or complaints please contact the Financial Aid Office right away.

Answering Calls for Your Department

1. Answer promptly (before the third ring if possible).
2. Before picking up the receiver, discontinue any other conversation or activity such as eating, chewing gum, typing, etc that can be heard by the calling party.
3. **SMILE!** Speak clearly and distinctly in a pleasant tone of voice.
4. Use hold button when leaving the line so that the caller does not accidentally hear conversations being held nearby.
5. When transferring a call, be sure to explain to the caller that you are doing so and where you are transferring them.
6. Remember that you may be the first and only contact a person may have with your department, and that first impression will stay with the caller long after the call is completed.
7. If the caller has reached the wrong department, be courteous. Sometimes they have been transferred all over campus with a simple question. If possible, attempt to find out where they should call/to whom they should speak. They will greatly appreciate it.
8. When the called party is not in, the following responses should be used both to protect the privacy of the office staff and to give a more tactful response:

What You Mean:	Tell the Caller:
"He is out."	"He is not in the office at the moment. Would you like to leave a message on his voicemail?"
"I don't know where he is."	"He has stepped out of the office. Would you like to leave a message on his voicemail?"
"He is in the men's room."	"He has stepped out of the office. Would you like to leave a message on his voicemail?"
"He hasn't come in yet."	"I expect him shortly. Would you like to leave a message on his voicemail?"
"She took the day off."	"She is out of the office for the day. Can someone else help you or would you like her voicemail?"
"He doesn't want to be disturbed."	"He is unavailable at the moment. Would you like to leave a message on his voicemail?"
"She is busy"	"She is unavailable at the moment. Would you like to leave a message on her voicemail?"

Professional Dress Code

- ◆ Dress conservatively and neatly
- ◆ No clothing with words, terms, or pictures that may be offensive to others
- ◆ No clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear
- ◆ Clothing that works well for the beach, yard work, dance clubs, or exercise class is not appropriate for the office.
- ◆ Clean and neat dress or casual pants no pants that are ripped, torn, or faded (Jeans are to be worn at the discretion of your Supervisor.)

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Title IX Coordinator, Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100 x1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the College's Affirmative Action Officer, Donna R. Boissel, Human Resources, 508-588-9100, x1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu, the Massachusetts

Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.