

WORK-STUDY PROCEDURE

Related Board of Trustees Policy: BP 3.1

Approval: December 2011

Revision:

College Work-Study Program

The work-study program at Craven Community College is geared to 1) assist the financially needy student in meeting the costs of postsecondary education by providing an opportunity for the student to earn money with part-time employment, and 2) stimulate and promote the learning of skills, responsibilities and attitudes related to the world of work in an educational setting; combining learning with work that will transfer into careers and vocations after college.

Annual Work-Study Operations Timeline

In addition to determining the amount of college work-study awards, the Financial Aid Office acts as the coordinating agent between the student, supervisors, and administrative offices of Craven Community College.

April: The College receives final funding from the Department of Education for the next academic year.

May: The Financial Aid Director prepares a report based on an analysis of work-study hours used during past year for supervisors; determines number of hours to award each area of the college for next year. The report is forwarded to the Vice President of Student Services for review.

June: Vice President of Student Services will present the report of recommended work-study hours to award for next year to Cabinet for perusal; Financial Aid Director will make any suggested adjustments to hours awarded and then send hours awarded to each Center or Unit Dean/VP. Appropriate Center or Unit Dean/VP will divide work-study hours among supervisors within their areas of responsibility and notify Financial Aid Director of distribution by or before July 1st.

August and September: Financial Aid Director and Financial Aid Advisors will conduct required college work-study orientation sessions for supervisors and work-study students.

January: The Financial Aid Director will reassess the awarded hours versus used hours, and contact supervisors as appropriate regarding underutilized and overuse of hours.

Work-Study Application Process

1. The student applies for the college work-study program by completing the Free Application for Federal Student Aid (FASFA). The Office of Financial Aid will determine eligibility.
2. The student completes an institutional application for work-study, which will outline the student's skills, experience and interests. The student's job preference, as well as the needs of the College, is given consideration in job placement; whenever possible, placement may be made in an area related to the student's course of study or career goals. Work-study students will not be assigned to the following areas, due to the confidential nature of business conducted on a routine basis: Human Resources, Payroll/Cashier/Business Office, and other designated departments/offices. Work-study students are prohibited from engaging in any operational functions that include access to confidential files, academic and personnel records, or other related materials and

information sources. The college reserves the right to grant work-study students temporary access to Datatel; any exceptions made in this regard will be extremely rare.

3. A financial aid advisor will review the student applications and determine eligibility for students. Supervisors request copies of applications from the financial aid advisor. Supervisors review applications and interview interested students. Selected students are to make an appointment with a financial aid advisor to complete necessary personnel paperwork. Once the student is approved to work by the Human Resources Department, the financial aid advisor will notify the appropriate supervisor. Returning students may resume their job from the prior school year provided they have been requested back by their supervisor, and have completed all necessary yearly paperwork with the Financial Aid Office.
4. A Work-Study Contract is prepared and all payroll information is given to the student. A copy of the completed contract is kept on file in the Office of Financial Aid. A student cannot begin work until a Work-Study Contract is signed and payroll information is processed. Required forms include a W-4 (Tax Withholding Form), NC-4 State Form and an I-9 (Employment Verification Form). Proper identification is necessary to complete this process. A valid driver's license, a U.S. social security card or an original or certified copy of a birth certificate will be needed to prove eligibility to work. Also, a valid U.S. Passport may be used in the place of the previous mentioned documents.
5. The supervisor and student collaboratively complete a Class/Work Schedule form to be on file with the supervisor and the Office of Financial Aid.

Student Work-Study Schedules

1. College departments, centers, and units vary in work schedules. Some offices require that all student hours be Monday through Friday from 8:00 – 5:00; other departments may require some night or weekend work. Students are not to work over 6 hours in a day without a 30 minute break reflected on the timesheet. Overtime is not paid to work-study students. Students are not to work over 40 hours in any work week.
2. When a student is hired, both the student and supervisor complete a Class/Work Schedule Form and determine an agreeable work schedule. Students are not allowed to work at any time in which their classes are in session. After setting up an agreeable schedule, the student must adhere to that schedule throughout the term.
3. Work-study commitments must take precedence over extracurricular activities such as clubs, athletics, etc. Continuous deviations from the work schedule will result in disciplinary action, which could include suspension or termination from the job.
4. The Registrar's official class schedule must not overlap with any time worked by the student during the term. (Federal Regulations are very specific on this point; individual timesheets and student schedules are included in financial aid audits.)
5. Exam weeks are scheduled work weeks. If a student's exam schedule make the regular work schedule impossible, the student should notify the supervisor well in advance, to reschedule work hours for that week only.
6. A student agrees in the Work-Study Contract to work a specific total number of hours during the academic year. When these hours are fulfilled, the student will have earned his or her total award. A student may not work over the contracted awarded amount. Any work over this amount constitutes an over-award in financial aid. In such a case, some other type of aid may have to be reduced. In some cases the amount of the award may be increased, provided funds are available. This increase would require a new updated contract be on file reflecting the increase.
7. The contract also states an average number of hours a week the student may work. This keeps the student "on track" and allows the supervisor to plan and prepare work assignments.
8. A student, who desires to reduce his or her weekly work hours, thereby reducing their total work-study award, should do so within three weeks from the beginning of the term. Once a work-study

award is reduced, the award should remain reduced for the remainder of the academic year, and no other financial aid changes should be made. Supervisors may have fewer hours assigned to their department than the student has need. The student may not work more hours than the supervisor has been allotted.

9. Work-study can be suspended at any time due to lack of funds.

Missed Work Hours/Sickness

1. Permission to be absent must be requested well in advance of the absence. In case of emergencies, the student should notify their supervisor during the first day of their absence. Students using sickness as an excuse for being absent for more than one day, must call the supervisor each day in order to give notice. Excessive absences would be grounds for a disciplinary notice and possible suspension from the program.
2. Missed work hours each week should be made up the following week, or in cases of excessive absences, as soon as possible. In such cases, the student and the supervisor should determine agreeable times for the missed hours to be made up. Classes cannot be skipped in order to make up missed work hours. In the case of an extended illness, a physician should confirm this. In rare cases a student may be permitted to take a leave of absence and be replaced by another student. Once this leave of absence is over, the student will be placed in a position when one becomes available and when funds allow.
3. Students may check/verify cumulative hours worked, and remaining average weekly hour status at the Financial Aid Office in the One Stop Center (New Bern Campus) or with the financial aid advisor at the Havelock Campus.

Timesheets

1. Students should keep an accurate daily account of time worked on a timesheet. Timesheets should be filled out each day, not at the beginning or end of the month. Supervisors should monitor the accuracy of the times reported, so as to prevent students from being paid for hours not worked. In accordance with Federal Regulations, both the student and the supervisor must sign each timesheet, certifying the hours as a true statement of hours worked. A supervisor, therefore, cannot be expected to certify back hours for a student who turns in late timesheets. Regulations also require the supervisor to state if the work was performed satisfactorily. (Timesheets must be retained five years for auditing purposes)
2. The student is responsible for ensuring the timesheet is completely filled out and for getting the timesheet to the Financial Aid Office by the first of the month. Timesheets that are held for more than 30 days and not turned into the appropriate financial aid counselor for payment are at risk of not being paid. Fraudulent or “padded” timesheets will result in termination from the work-study program, and will be considered a code of conduct violation.

Dress Code

Each individual department determines the dress code for work-study students. Students are required to dress appropriately for the specific job as stated by each supervisor. The student is expected to dress in a conservative manner as they are representing Craven Community College. Inappropriate dress will be addressed by the work-study supervisor. If the problem is not corrected, necessary disciplinary action may be required.

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