



Clovis Community College

# WORK STUDY PROGRAM

STUDENT AND SUPERVISOR HANDBOOK

*Revised 05/2023*

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## Office Hours and Contact Information

### Financial Aid Office

#### Office Hours

Monday – Friday: 8:00 AM – 5:00 PM

#### Location

AC2 – Room 141 (Between the Counseling Office & Library) 10309 N Willow Ave. Fresno, CA 93730

#### Contact

Leticia Isabel Mendoza, Financial Aid Specialist

Email: [Leticia.mendoza-gonzales@cloviscollege.edu](mailto:Leticia.mendoza-gonzales@cloviscollege.edu) or Phone: (559)325-5042

### Health Services Office

If a student is offered a position through an on campus position, they will need to call the Health Services Office to schedule a TB Test/Risk Assessment. Appointments are required.

#### Office Hours

Monday – Friday: 8:00 AM – 11:30 AM, 12:30 PM – 4:00 PM (Summer hours may vary.)

#### Location

AC2 – Room 274 (West Hallway, Upstairs) 10309 N Willow Ave. Fresno, CA 93730

Phone: (559)325-5318

### SCCCD Police Department

If a student is offered a position through an on campus position, they will need to complete a LiveScan at the SCCC Police Department. Please call to ensure that someone is available to complete the LiveScan.

#### Location

1940 N Calaveras, Fresno CA 93704 (Near Fresno City College)

Phone: (559)244-6140

ALL OFFICE HOURS SUBJECT TO CHANGE WITHOUT NOTICE. PLEASE CALL THE APPROPRIATE OFFICE REGARDING CURRENT HOURS.

## Overview of Work Study

There are two different types of Work Study (WS) through Clovis Community College: Federal Work Study and the Learning-Aligned Employment Program. If a student is eligible to participate, they can earn money toward their education through part time employment either on Clovis Community College's campus or off site at an affiliated company. The goal of the WS is to provide students with the opportunity to gain valuable work experience in an environment where education remains the primary focus.

### **Federal Work Study (FWS)**

Federal Work Study (FWS) is a campus-based financial aid program funded through the Department of Education. Students must fill out a FAFSA Application for each academic year. Like other grants, FWS is determined by a student's unmet need. The award is determined by school year, and evaluated each term, meaning a student may be awarded Fall, Spring, and/or Summer, based on eligibility for each term. FWS jobs are found through various on campus departments: Academic Counseling, Grounds/Custodial, Public Information Office, Child Development Lab, and many more.

### **Learning-Aligned Employment Program (LAEP)**

Learning-Aligned Employment Program (LAEP) is a financial aid program funded through the California Student Aid Commission. To be eligible, students can submit a FAFSA or California Dream Act Application. Students must be eligible to work in the United States. Similar to FWS, LAEP is determined by a student's unmet need. The award is determined by school year, and evaluated each term, meaning a student may be awarded Fall, Spring, and/or Summer, based on eligibility for each term. LAEP jobs are available on campus departments and duties must contain an element of research. LAEP students also can work at an off campus employer.

### **WS VERSES OTHER GRANTS**

Unlike other grants, WS is earned through work, and depletes as the student works to earn the award amount. The award may be increased if the student still has unmet need when the initial award limit has been reached, and if the Financial Aid Office has remaining funding to award. For FWS, students will typically begin at a Student Aide I position but can be promoted to a higher classification after certain qualifications have been met. On campus LAEP positions will begin as a Student Aide II or Student Aide III, depending on the number of units completed at the time of hire. An off campus employer will determine the pay rate for LAEP positions. A full description of each classification will be discussed later in the handbook.

Since the money earned is taxable, the student will receive a W-2 for the year of employment, and may be required to file taxes, depending on how much money was earned for the year. Annual WS earnings should not exceed the award amount, which means that it is possible for a student's award to exhaust before the school year is complete.

For example, a student awarded \$5,000 for the school year and working 19 hours/week will use all available funds by the end of the semester, based on \$15.50/hour wages. If a student uses all funds in Fall, then they would be unable to work for the Spring semester.

## STUDENT ELIGIBILITY

Participation in the WS programs is dependent upon meeting both financial aid eligibility requirements, and SCCCD standards.

- A student must demonstrate financial need, as determined by the financial aid application
- Financial aid file must be completed with Clovis Community College
  - FWS priority is given to students who indicated interest in FWS on their current year FAFSA.
- A student must meet Satisfactory Academic Progress (SAP), as defined by the [SAP Policy](#).
- A student must be enrolled in and maintain at least 6 units for the awarded semester(s).
- A student may come into the Financial Aid Office to inquire about their eligibility and receive additional information.

## STUDENT RESPONSIBILITIES AND EXPECTATIONS

For the WS experience to be valuable, it is important that every aspect of employment is treated like a “real job.” Students should be aware of supervisor and department work expectations and adhere to the supervisor’s conduct guidelines, rules for attendance and tasks and responsibilities. Students should be professional and follow supervisor’s pre-established schedules.

All students have the right to work in a safe, clean, and professional working environment. Students must contact supervisors in advance of tardiness or to request changes to the work shift. Additionally, it is expected that students be on task and perform work-related duties.

## WS CONTRACT

Each year, approved supervisors for on campus positions will receive a WS Contract (separate contracts for FWS and LAEP). This form confirms the number of approved positions. Once the supervisor has offered the position to the student, they will both complete and sign the form. After the WS Contract has been signed by the student and supervisor, please submit it to the Financial Aid Office.

A copy of the completed WS Contract will be sent once the start date is confirmed. The remaining hiring paperwork will be sent after the contract is submitted.

## JOB APPLICATION PROCESS

Students who meet eligibility requirements will be notified of their award via their student email (ending with @MY.SCCCD.EDU). The Financial Aid Office will continue to award students throughout the school year, until the WS budgets are exhausted.

Students will receive an email with the [Clovis Jobspeaker](#). When a supervisor is ready to interview, they will contact the student directly. If the supervisor chooses to hire the student, the student will complete the remaining hiring paperwork.

## NEPOTISM

WS students shall not be assigned a position within the same department or division that has an immediate family member whose position can recommend or influence personnel decisions. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or registered domestic partner as defined by Family Code Section 297 et seq.

Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

The WS program retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place family member in the same department, division, or facility. The WS program retains the right to reassign or transfer any student to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

#### HANDBOOK AND RIGHTS & RESPONSIBILITIES FORM

Students and supervisors will have access to this WS Handbook on each job posting. The job posting will have the Rights and Responsibilities Form for students to electronically submit through Dynamic Forms. If students have not completed the WS Rights & Responsibilities Form listed on the job posting at the time of their hire, then they will receive an email.

The original Rights and Responsibilities Form must be signed and submitted, while a copy will be provided for the student. The purpose is to understand your rights and responsibilities, the WS procedures, and SAP Policy.

## On Campus Jobs – FWS & LAEP

### HIRING PAPERWORK

If a student is being hired in a department at Clovis Community College, the Financial Aid Office will work with them to complete all necessary steps. To begin the paperwork process, the student and supervisor will complete the WS Contract and submit it to the Financial Aid Office.

After the WS Contract has been submitted, the student will receive an email instructing them to complete the following:

1. Online onboarding paperwork through NEOED. Documents include but are not limited to I-9 Document, W-9, and Payroll Set Up.
2. TB Test/Risk Assessment with the CCC Health Services Office
3. LiveScan through SCCC Police Department
4. If students have not completed the WS Rights & Responsibilities Form listed on the job posting, they will receive an email.

### PAY INFORMATION

On Campus WS paychecks are issued on the 10th of each month. If the 10th falls on a weekend, checks will be issued the previous Friday. Students will have the option to pick up their paycheck from the Business Services Office (BSO) or deposit into a bank account. Students hired in FWS positions start at a Student Aide I position beginning at minimum wage. Supervisors have the option of promoting a student to a Student Aide II position, usually done after at least one semester has been completed. If a supervisor would like to promote an FWS student to a Student Aide III or Student Aide IV position, they must submit a justification to be reviewed by Vice President's Council for approval. Students hired in on campus LAEP positions will generally start at a Student Aide III, depending on the number of units completed at the time of hire. Supervisors can be promoted to Student Aide IV after at least one semester completed and if they meet the completed unit requirement.

### TIME CLOCK SYSTEM

Time Clock Plus (TCP) accounts are set up by the BSO once a student is hired. Hours are recorded each day by the student logging into TCP. Supervisors should establish a process to ensure that time is being reported correctly to the BSO. Time not reported by the payroll deadline will result in a late check.

### WORKING IN MULTIPLE DEPARTMENTS

Students may hold two FWS or LAEP positions simultaneously if the total hours do not exceed 19 hours per week combined. In a case where there are two supervisors, one supervisor must agree to be the monitoring supervisor for both positions, so the student does not work over the allowed 19 hours/week.

### REHIRING WS STUDENTS

Rehired students must meet the criteria below:

1. Must submit a valid, current FAFSA or CADAA (for LAEP) application
2. Submit all requested financial aid documents to the Financial Aid Office
3. Be enrolled in and maintain at least 6 units for the primary semester
4. Meet SCCC [Satisfactory Academic Progress \(SAP\) Policy](#)
5. Submit a Rehire Contract, completed by student and supervisor

## Off Campus Jobs – LAEP Only

### HIRING PAPERWORK

After interviewing a student and the off campus employer decides they would like to hire, the supervisor will submit the Student Addendum to [laep@cloviscollege.edu](mailto:laep@cloviscollege.edu). It's the employer's responsibility to request and collect all necessary hiring paperwork. Clovis Community College will not collect any hiring paperwork for students hired in LAEP off campus positions. If students have not completed the WS Rights & Responsibilities Form listed on the job posting, they will receive an email.

### PAY INFORMATION

Pay rate for off campus LAEP positions is determined by the outside employer. Pay rate information will be posted on Jobspeaker under the job posting. Reminder, pay rate affects the number of hours a student can work because LAEP award amounts vary due to student eligibility. Paychecks will be sent from the employer at the cadence they choose.

### TIME CLOCK SYSTEM

Off campus employers will oversee setting students up in their time clock system. Supervisors should establish a process to ensure that time is being reported correctly. At the end of each month, supervisors will send their company's time sheet and the LAEP time sheet to [laep@cloviscollege.edu](mailto:laep@cloviscollege.edu). The Financial Aid Office will review the time logged and process a reimbursement check to the employer.

### REHIRING WS STUDENTS

Rehired students must meet the same criteria as on campus positions, if the employer would like to continue to participate in LAEP. It is the employer's responsibility to submit a new LAEP application each year to have the position continued. There will be a satisfactory survey sent at the end of each fiscal year for evaluation of the student and LAEP.



## Work Hour Guidelines

While school is in session, students may not work more than 19 hours per week. There will be no overtime paid by the WS program. If a student works over 19 hours per week or if the department exceeds the students award, then all the excess wages will be at the expense of the supervisor's department. Please contact the Financial Aid Office with questions regarding summer hours. During periods of non-enrollment, students must stop working unless permitted by the Financial Aid Office. If WS funds are available and students have financial need, students and their supervisors will be notified via email.

### STARTING EMPLOYMENT & ESTABLISHING A WORK SCHEDULE

Both students and supervisors need to provide an accurate schedule when creating work schedules. Students and supervisors should consider student course and exam schedules, holidays, breaks, and student's WS award amount and hourly wage when scheduling students. It is the responsibility of the student and supervisor to arrange weekly work schedules based on the award amount and class schedule. Students should not work more than 19 hours per week and be careful not to exhaust the award amount too soon.

### WORKING DURING SCHEDULED CLASS TIME

Students are not permitted to work in WS positions during scheduled class times, even if the class is canceled or released early. Time sheets will be checked on a monthly basis. If a student works when scheduled to be in class, then they will receive a warning. They will be terminated on the second occurrence. Please contact the Financial Aid Office if there are unique circumstances (work event, conference, etc.) that may allow a student to work during class time.

### BREAKS/LUNCH

A student is allowed a 15-minute break if a block of 4 hours is worked. Breaks cannot be used to arrive late or leave early. By law, students must take a 30-minute non-paid lunch break after 6 consecutive hours worked. If a student works over 8 hours, they are entitled to two 15-minute breaks and one 60-minute non-paid lunch break.

All breaks must be indicated on the time clock system.

### WORKSITE REQUIREMENTS

WS students must work for the supervisor who signs their WS Contract or Student Addendum and who provides immediate supervision. When the student's supervisor is not available, an alternative supervisor should be designated, and the students should always know to whom they are reporting. Allowing students to "just be there" and approving their timesheets will only hurt the student and undermine the purpose of the WS program.

## Award Management

Students and supervisors are responsible for recording daily hours worked and to ensure that those hours are reflected on their monthly timesheet. It is a violation of federal law to report any non-work hours to be paid ahead of time before work is performed. It is both the student's and supervisor's responsibility to work together to manage the remaining award to ensure the student can continue to work through their semester award. To assist the student and the supervisor in keeping track of the student's award; a monthly Award Status Report will be sent.

### AWARD STATUS REPORT

An Award Status Report (ASR) will be provided each month after the payroll has been processed. The email will indicate remaining funds and hours available. When the student is close to the limit of their award, an email will be sent to both the student and supervisor. Please refer to the sample ASR below.

### **CLOVIS COMMUNITY COLLEGE FEDERAL WORK STUDY PROGRAM AWARD STATUS REPORT**

This report is meant to assist you and your supervisor in managing your Federal Work Study award. Please use this information in planning your work schedule.

The information contained in this report represents all FWS earnings through April 30, 2022. Please adjust for the hours you have worked since then.

<b>Total 2021-2022 Federal Work Study Award</b>	<b>\$8000</b>
<b>Pay Rate</b>	<b>\$15/hour</b>
<b>Total Earnings (through April 30, 2022)</b>	<b>\$3334</b>
<b>Remaining Federal Work Study Funds Through June 30, 2022</b>	<b>\$4666</b>
<b>Remaining Hours to Work Through June 30, 2022</b>	<b>311</b>

The following formula can be used to determine the average number of hours that can be worked per week without exceeding the grant amount:

- $\text{Total Grant Amount} \div \text{Assigned Wage Rate} \div \text{Number of Weeks in Employment Period}$

NOTE: If a student has worked after the last timesheet was submitted, deduct those hours from the hours remaining to get the most accurate balance.

## Ending Employment

### PERIODIC UNIT REVIEW

To ensure that each student meets WS requirements, the Financial Aid Office will monitor each student's status. The evaluation process will begin after the first two weeks of regular add and drop deadline. Students who are not enrolled in six (6) units at the time of status check will be notified and disqualified from WS. Students will be permitted to continue participation in WS on a conditional basis if the enrollment status has satisfied the 6-unit requirement.

### DISMISSAL PROCEDURES

Students participating in the WS program are expected to treat their assignments as they would any job. If a WS student's behavior or actions are unsatisfactory, the student may be terminated from employment; however, the student should be informed when they are not satisfying work standards or rules prior to termination.

### REASSIGNMENT AFTER TERMINATION

Students who are terminated and would like to continue in the WS program will be given one opportunity to apply for other open positions. The request must be in writing by email to the WS Coordinator explaining the termination circumstances. The reassignment of the student depends on certain variables. Supervisors will be asked to submit a Termination Report explaining the reason(s) of termination. If students are terminated from their second position, they will lose their eligibility to participate in the WS program for the rest of the academic school year or permanently, depending on circumstances.

If a student would like to end their participation in the WS Program, they should notify their supervisor and the Financial Aid Office. The supervisor may have the option to have the position reposted on Jobspeaker for a new hire.

## State Center Community College District Job Descriptions Student Aide Series

### Definition

Under direct to general supervision, performs a wide variety of duties and tasks with clearly defined instructions. Positions in this series perform routine to complex duties depending on the level or department to which they are assigned. The Student Aide series consists of four levels with each defined separately.

### Distinguishing Characteristics

Incumbents in this series are college students employed part-time on an at-will basis and are therefore exempt from the Classified Service in accordance with Education Code Section 88003 "Full-time students employed part-time, and part-time students employed part-time in any college work-study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds, shall not be part of the classified service."

Student Aide I is the entry-level classification in the series. Initially under direct supervision, incumbents learn and perform routine to moderately difficult clerical duties while learning department and district functions, policies and procedures applicable to assigned department work. With department justification, incumbents may be hired at, or may advance to, a higher level after gaining knowledge and experience and demonstrating the skills necessary in carrying out a full range of responsibilities and accurately applying department/district policies and procedures specific to assigned work.

### Student Aide Levels

1. Student Aide I
  - a. This is the entry level position in the series. Current enrollment in at least 6 college units is required. No previous experience is required. Duties are closely supervised and routine in nature. Examples of duties include providing basic information to the public, answering phones, operating office equipment, filing, assisting custodial staff, entering data, typing documents, and retrieving and delivering mail. Tutors in this level provide tutoring assistance under close supervision, above the level of students receiving tutoring. Positions in the Technology Department may assist with front desk coverage and answer basic questions from students.
    - i. **2023 Pay Rate: \$15.50/hour**
2. Student Aide II
  - a. This is the second level position in the series. Prior completion of 12 college units is required. Some work experience is desirable, as well as basic skills to take on a wider variety of tasks. Examples of duties include operating office equipment with little assistance, operating student transport vehicles, and providing more complex assistance to students, staff and the public. Tutors in this level have prior tutoring experience and may provide assistance in one-on-one settings as well as in a larger group setting. Positions in the Technology Department may assist students with basic login and connectivity issues in the computer labs.
    - i. **2023 Pay Rate: \$16.00/hour**

3. Student Aide III

- a. This is the third level position in the series. Prior completion of 18 college units is required. Responsible work experience has been obtained for completing tasks with more specific knowledge than the previous two classifications. Examples of duties include providing complex assistance and customer service in an office setting and carrying out office procedures requiring minimal supervision. Tutors in this level may act as peer mentors or leads to incoming Tutors. Positions in the Technology Department report troubleshooting requests to staff and directly assist employees and students with basic inquiries.

i. **2023 Pay Rate: \$16.50/hour**

4. Student Aide IV

- a. This is the highest level position in the series. Prior completion of 24 college units is required. Increasingly responsible work experience has been obtained to handle more complex work environments and take on tasks with a higher degree of responsibility. Examples of duties include completing tasks that require knowledge of a special skill or area and serving as the central point of communication with other student aides. Tutors in this level may act as peer mentors or leads to incoming Tutors. Tutors in this level have expertise in the area they are tutoring and may have advanced degrees. Positions in the Technology Department provide direct assistance to staff and lead staff in the department and may help rearrange server rooms.

i. **2023 Pay Rate: \$17.50/hour**

Supervision Received and Exercised

Supervision is received from an academic or classified employee. No supervision is exercised over other employees.

Knowledge, Skills and Abilities

- Knowledge of:
  - Standard office practices and procedures, including recordkeeping and filing.
  - Customer service practices and telephone etiquette.
  - Correct English usage, including spelling, grammar and punctuation.
  - Basic principles and practices of employee work guidance and direction.
  - Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.
  - Safety policies and safe work practices applicable to the assignment.
  - Basic math.
  - Standards of behavior and courtesy expected of students.
- Skills and Abilities to:
  - Provide customer service in person and over the phone.
  - Type and file at a speed necessary to meet the requirements of the position.
  - Make mathematical calculations.
  - Communicate effectively, both orally and in writing.
  - Learn college rules and regulations pertaining to student employment.
  - Understand and follow oral and written instructions.
  - Operate a variety of office and classroom machines and equipment
  - Demonstrate a willingness to work collaboratively as a team member.

- Demonstrate adaptability, patience and use of good judgement.
- Maintain consistent, punctual and regular attendance.

#### Employment Eligibility Requirements

Refer to Administrative Regulation 7270 Student Workers for the details on the requirements.

#### Licenses, Certificates and Other Requirements

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

#### Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds. Some positions may be required to lift up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; research and resolve problems; observe and interpret situations; learn and apply new information or skills; work with frequent interruptions; meet deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

#### Working Environment

The work environment will vary based on assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.