Clovis Community College

FEDERAL WORK STUDY PROGRAM

2022-2023 STUDENT AND SUPERVISOR HANDBOOK

CONTENTS

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

FWS CONTACT
Alyssa Talbot, Financial Aid Specialist

Email: Alyssa.Talbot@cloviscollege.edu & Phone: (559)325-5263

HEALTH SERVICES OFFICE
After you're hired, please call the Health Services Office to schedule your 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 NUMBER
(559)325-5318

SCCCD POLICE DEPARTMENT
After you're hired, you will need to complete a LiveScan at the SCCCD 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 NUMBER
(559)244-6140

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

OVERVIEW OF FEDERAL WORK STUDY

Federal Work Study (FWS) is a campus-based financial aid program funded through the Department of Education. Like other grants, FWS is determined by a student's unmet need versus the cost of attendance. 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 allows students to earn money toward their education through work on campus.

The goal of the FWS program is to provide students the opportunity to gain valuable work experience in an environment where education remains the primary focus. The program also provides the college with capable and eager FWS student aides at no cost to the department.

FWS Verses Other Grants
Unlike other grants, FWS 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. Students will typically begin at minimum wage, but wages can be increased after certain qualifications have been met. 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 FWS earnings are not to 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/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 FWS program is dependent upon meeting both federal financial aid eligibility requirements, and SCCCD standards.

- A student must demonstrate financial need, as determined by the FAFSA Application
    - Financial aid file must be completed with Clovis Community College
    - Priority is given to students who indicated they wanted FWS on their 2022-2023 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).

Student Responsibilities and Expectations
For the FWS experience to be valuable, it is important that every aspect of FWS employment is treated like a "real job." Be aware of supervisor and department work expectations and adhere to the supervisor's conduct guidelines, rules for attendance and tasks and responsibilities. Be professional and follow supervisor's pre-established schedules. All students have the right to work in a safe, clean, and professional working environment. FWS students must contact supervisors in advance of tardiness or to request changes to the work shift. Additionally, it is expected that FWS students be on task and perform work-related duties.

AWARDING AND NOTIFICATION PROCESS

Students who meet eligibility requirements will be notified of their award via their student email (ending with @MY.SCCCD.EDU). FWS will continue to award students throughout the school year, until the FWS budget is exhausted. Students that did not initially indicate they wanted FWS may come into the Financial Aid Office to be placed on a waitlist for future determination.

ORIENTATION

All FWS eligible students will initially be emailed the information:

- Student Handbook
- Rights and Responsibilities Form

After a student submits the Rights and Responsibilities Form to the Financial Aid Office, they will be emailed the following:

- Direct link to Jobspeaker site to apply for open positions
- FWS Contract (to be completed by supervisor and student)

STUDENT HANDBOOK AND RIGHTS & RESPONSIBILITIES FORM

Eligible students will be sent a link to view this handbook and complete the Rights & Responsibilities Form. A link to the Rights & Responsibilities is provided at the end of this handbook.

All FWS students must read and abide by the terms of agreement. The original Rights and Responsibilities Form must be signed and submitted to the FWS Coordinator, while a copy will be provided for the student. The purpose is to understand your rights and responsibilities, the FWS procedures, and SAP Policy.

FWS CONTRACT

This form validates the student's FWS award and should be taken to each FWS job interview. It is very important that the FWS Contract be completed. The FWS Contract must be signed by the student and supervisor, after the supervisor has offered the position to the student. The information on this form will be used to contact students and supervisors.

After the FWS Contract has been signed by the student and supervisor, please submit to the Financial Aid Office. The remaining hiring paperwork will be sent after the contract is submitted.

APPLYING FOR A JOB

To search for available FWS positions, the student will be provided a link to Jobspeaker to apply for open positions. Jobspeaker will list the department, and job description. Again, you will only be given the link to apply after you have submitted the Rights & Responsibilities Form.

STEPS FOR APPLYING

1. You will log into Jobspeaker by clicking, 'Clovis Login' using your SCCCD Portal information.
2. If this is the first time you've logged on, click 'Profiles' and 'Add Profile;' this will be like creating a resume.
   a. Please note: If you need assistance creating your resume, please contact the Career Resource Center at (559)325 5398.
3. Once your profile is complete and you have a resume, then you can apply for positions.
4. Click 'Job Board' to view positions.
5. Click 'On Campus' to view FWS jobs. You will be able to see non FWS jobs, so make sure to look for titles that have 'Federal Work Study.'
6. Fill out the information on the job posting and attach your resume. Be sure to fill out accurate contact information.
7. Click 'Submit.'

INTERVIEW PROCESS

When a supervisor is ready to interview, they will contact you directly. Be sure to list accurate contact information on your resume.

If the supervisor chooses to hire the student, the student will complete the remaining hiring paperwork. After the FWS Contract has been signed by the student and supervisor, please submit to the Financial Aid Office. The remaining hiring paperwork will be sent after the contract is submitted.

NEPOTISM

FWS 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 FWS 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 FWS 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.

HIRING PAPERWORK

HIRING PAPERWORK PROCESS
To begin the paperwork process, the student and supervisor will complete the FWS Contract. Once completed, it should be submitted to the Financial Aid Office.

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

1. Online onboarding paperwork through NeoEd
2. TB Test/Risk Assessment
3. LiveScan through SCCCD Police Department

TIME CLOCK PLUS
Time Clock Plus (TCP) accounts are set up by the Business Services Office (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.

PAYCHECK OPTIONS
FWS paychecks are issued on the 10th of each month. If the 10th falls on a weekend, checks will be issued the previous Friday. Upon receiving hiring paperwork from NeoEd, students will have the option to have their paycheck mailed or directly deposited into a bank account.

WORKING WITH MULTIPLE DEPARTMENTS

Students may hold two or more FWS 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.

REHIRED FWS STUDENTS
Rehired students must meet the criteria below:

1. Must submit a valid, current FAFSA 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 SCCCD Satisfactory Academic Progress (SAP) Policy
5. Submit a Rehire Contract, completed by student and supervisor

Each supervisor will evaluate their student employee's overall performance and determine whether they will be returning within the same position.

There will be a review of Academic Progress each term. Both eligible and ineligible students will be notified of their academic standings via email. The student's award is not guaranteed, as it is contingent upon FWS funds and eligibility.

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 FWS 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 FWS Coordinator with questions regarding summer hours.

During periods of non-enrollment, students must stop working unless permitted by FAO. If FWS funds are available and students have financial need, students and their supervisors will be notified.

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 FWS 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
In general, students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented.

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 TCP.

WORKSITE REQUIREMENTS
FWS students must work for the supervisor who signs their FWS Contract and provides immediate supervision. When the student's supervisor is not available, an alternate 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 FWS program. The immediate supervisor and dean will be held accountable for all hours earned.

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 award is reaching the limit, 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.

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

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

- Accepted Grant Amount ÷ Assigned Wage Rate ÷ 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.

PAY RATE

The SCCCD Board of Trustees reviews, updates, and approves the student employment classifications and job descriptions. Position descriptions and requirements are covered later in the handbook. Most

1. Student Aide I - $15.00
2. Student Aide II - $15.50
3. Student Aide III - $16.00
4. Student Aide IV - $16.50

EVALUATIONS

PERIODIC UNIT REVIEW

To ensure that each student meets FWS requirements, the FAO 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 FWS. Students will be permitted to continue participation in FWS on a conditional basis if the enrollment status has satisfied the 6-unit requirement.

DISMISSAL PROCEDURES

Students participating in the FWS program are expected to treat their assignments as they would any job. If a FWS 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 FWS program will be given one opportunity to be reassigned. The request must be in writing by email to the FWS Coordinator explaining the termination circumstances and/or reasons why the student should be reinstated. The reassignment of the student depends on certain variables. If students are terminated from their second position, they will lose their eligibility to participate in the FWS program for the rest of the academic school year or permanently, depending on circumstances.

Students who are rehired or awarded FWS to work at a specific worksite per the request of their supervisor and are terminated or stop working for any reason will be terminated from the FWS program without an opportunity for reassignment and will not be reinstated for the current academic year.

PROMOTIONS

Students may be offered pay rate increases at any time during the academic year in accordance with the SCCCD Classification and Pay Wage Guidelines unless the pay rate increase freezes. Increases may be offered at the discretion of the supervising department based on but not limited to the following criteria:

- Promotion to higher level with increased job duties
- Skills gained from prior experience
- Positive performance evaluation for prior term of employment
- Length of employment, at least one year in the same department
- Earned a certain number of units for pay increase

Pay rates should be increased based on merit and not to exhaust the balance of the FWS awards. To increase the pay rate, supervisors must contact the FWS Coordinator by email to request a new FWS Contract.

STUDENT CLASSIFICATIONS AND DESCRIPTIONS

SCCCD STUDENT AIDE I

DEFINITION
Under direct supervision performs a wide variety of basic tasks.

DISTINGUISHING CHARACTERISTICS
This classification performs general and routine duties with clearly defined instructions or established procedures. This is an entry level position that differs from higher levels in the series by the responsibility for and limited variety of activities, the work being more closely supervised and routine in nature.

EXAMPLES OF DUTIES
The Student Aide I classification is a multi-position classification. Positions within this classification perform duties which differ in frequency and scope, and include routine, repetitive tasks in office, food service, grounds, custodial, special events, and campus support and services.

EMPLOYMENT STANDARDS
Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: None required.

The following skills and characteristics are considered important for this classification. It is at the college's discretion into which category the qualifying characteristics are placed (Student Aide I through IV).

Skill to read and comprehend a variety of written material from basic handwritten or typed notes; understand and carry out verbal instructions; verbally convey information on a person-to-person basis; add, subtract, multiply, and divide; interact with students, instructors, classified employees, and administrators from a wide variety of ethnic, cultural, educational, and economic backgrounds; receive and follow oral and written instructions. Willingness to perform the following: work up to 19 hours per week; work occasional evenings, weekends, and during class recess periods; perform routine, repetitive duties to completion; attend in-service training meetings; learn college rules and regulations pertaining to the duties of the classification.

SCCCD STUDENT AIDE II

DEFINITION
Under supervision performs a wide variety of basic to moderate tasks.

DISTINGUISHING CHARACTERISTICS
The Student Aide II classification is the second level in the Student Aide related occupational series. This classification differs from the entry level classification in scope and responsibility and differs from higher levels in the series by the limited variety of activities, work is closely supervised and routine in nature.

EXAMPLES OF DUTIES
The Student Aide II classification is a multi-position classification. Positions within this classification perform duties which differ in frequency and scope, and include less routine, repetitive tasks in office, food service, grounds, custodial, maintenance, special events, and campus support and services.

EMPLOYMENT STANDARDS
Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Some work experience is desirable.

The following skills and other characteristics are considered important for the Student Aide II classification. It is at the college's discretion into which category the qualifying characteristics are placed (Student Aide I through IV).

Skill to operate basic office, food service, grounds, custodial, and maintenance equipment, read and comprehend a variety of written material from basic handwritten or typed notes; file and retrieve information in alphabetical, numerical, and chronological filing systems; orally convey information on a person-to-person basis; add, subtract, multiply, and divide; interact with members of the public, students, instructors, classified employees, and administrators from a wide variety of ethnic, cultural, educational, and economic backgrounds; receive and follow oral and written instructions. Willingness to perform the following: work up to 19 hours per week; work occasional evenings, weekends, and during class recess periods; perform routine, repetitive duties to completion; attend in-service training meetings; learn college rules and regulations pertaining to the duties of the classification.

SCCCD STUDENT AIDE III

DEFINITION
Under direction performs specialized tasks assisting with repairs and operation of microcomputers; mechanical equipment, circuitry, refined tools and/or electronic mechanisms.

DISTINGUISHING CHARACTERISTICS
The Student Aide III classification is the third level in the Student Aide related occupational series. This classification differs from the lower-level classifications by the scope and responsibilities for and variety of tasks. This classification will provide students with opportunities to develop skills required to successfully compete in the workforce.

EXAMPLES OF DUTIES
Performs a variety of duties including operation and repair of district owned equipment, problem resolution, and customer service. May perform other related duties as needed.

EMPLOYMENT STANDARDS
Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Responsible experience operating or repairing computers, equipment, electrical circuitry, application of chemicals, and/or working independently on projects or providing customer service.

Knowledge and Abilities: Any combination of the following as needed: Knowledge of data processing procedures, voice data, micro-computer operating systems, telecommunications, logical and digital electronics, copyright laws, electronic measuring instruments, calibration of chemicals and procedural

applications, operation of technical or mechanical equipment, and college and office procedures. Skill to read and interpret technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot and repair digital electronic equipment, and assist users in computer use. Skill in the use of highly technical mechanical equipment, circuitry, refined tools and/or mechanisms, and methods which require knowledge and skills of applications. Knowledge and ability to employ correct English usage, spelling, grammar, and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty, and the public. Ability to learn and apply college and district policies and procedures.

SCCCD STUDENT AIDE IV

DEFINITION
Under direction performs specialized tasks assisting with repairs and/or use of microcomputers and software; highly technical mechanical equipment, circuitry, refined tools and/or electronic mechanisms.

DISTINGUISHING CHARACTERISTICS
The Student Aide IV classification is the fourth and highest level in the Student Aide related occupational series. This classification differs from the lower-level classifications by the scope and responsibilities for and variety of tasks. This classification will provide students with opportunities to develop skills required to successfully compete in the workforce.

EXAMPLES OF DUTIES
Performs a variety of duties including analysis and repair of a variety of district owned equipment, problem resolution and troubleshooting on software and its uses, and training users in general use of micro-computers.

EMPLOYMENT STANDARDS
Education: Completion of twelve college units or enrollment in or completion of certificate program in computer and electronics repair, mechanical technician, HVAC certification, electronic circuitry, or agronomy.

Experience: Responsible experience repairing computer equipment, HVAC, electrical circuitry and/or experience in application of chemicals or operating equipment.

Knowledge and Abilities: Any combination of the following as needed: Knowledge of data processing procedures and practice, electronic voice data, computer programming languages and operating environments for computers, micro-computer operating systems, telecommunications, logical and digital electronics, copyright laws, electronic measuring instruments, calibration of chemicals and procedural applications, and operation of technical equipment. Skill to read and interpret highly technical materials, use data processing systems to maintain records and produce reports, test, troubleshoot and repair complex digital electronic equipment, and assist users in computer use. Skill in the use of highly technical mechanical equipment, circuitry, refined tools and/or mechanisms, and methods which require knowledge and skills of applications. Knowledge of and ability to employ correct English usage, spelling, grammar, and punctuation. Skill to employ simple mathematical techniques. Ability to receive and follow instructions and appropriately interact with students, staff, faculty, and the public. Ability to learn and apply college and district policies and procedures.

FWS RIGHTS & RESPONSIBILITIES AND NEXT STEPS

Next Steps:

1. Click the link below to fill out the online FWS Rights & Responsibilities Form. You will use your Single Sign On/SCCCD Portal login information.

   - https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://idp.scccd.edu/idp/shibboleth&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f1c7dfbf7-0996-42e1-bfa1-926e9b73e299

2. After you have signed the FWS Rights & Responsibilities Form, you will be emailed the FWS Contract and the link to Jobspeaker where you'll view the open positions.
3. Once you've submitted your application(s), the supervisor will reach out to you directly to schedule an interview.
4. If you're offered a position, then you will submit the completed FWS Contract (signed by student and supervisor) to the Financial Aid Office.
5. The remaining hiring paperwork will be sent after the FWS Contract is received.