



4-OP-C-7-H3 FEDERAL WORK STUDY PROGRAM

Responsible Executive: Vice President for Finance and Administration
Approving Official: Vice President for Finance and Administration
Effective Date: As soon as 21--day notice period ends and on final approval
Revision History: Readopted 1-1-2014

I. INTRODUCTION

~~OVERVIEW~~

Florida State University provides work for students with demonstrated financial need on campus, and with public agencies. The Federal Work Study Program (FWSP) is financed primarily by Federal funds as authorized by the Higher Education Act of 1965. Minimum wages paid to FWSP students are determined by the existing minimum wage rates at the state or federal level, whichever is higher. The skills and abilities required in a specific position may call for higher wages.

~~SPECIFIC AUTHORITY~~

~~Federal Register~~

II. POLICY (Including any Forms and Attachments)

~~OBJECTIVE~~

~~This policy specifies the methods and responsibilities for the administration of the Federal Work Study Program (FWSP).~~

~~The objectives of the Federal Work Study Program FWSP are:~~

- ~~1. To p~~rovides a source of financial aid for students demonstrating financial need.
- ~~2. To p~~rovides work experience which enhances the participants' education or career goals whenever practical.
- ~~3. To p~~rovides services that otherwise would not exist to our Institution and to participating public organizations

A. ELIGIBILITY

All departments of Florida State University are eligible to participate in the Federal Work Study Program. A FWSP student, however, may not be placed in a position previously established for a regular employee.

Off-campus public or private agencies wishing to employ students under this program must sign an agreement and provide job descriptions which are to be filed with the Office of Financial Aid.

Applicants for employment under the Federal Work Study Program must be clearly in need of



financial assistance and must complete the necessary application forms. Determination of need will be made by the ~~University~~ Office of Financial Aid.

The FWSP student must also be capable of maintaining satisfactory academic progress in accordance with the standards and practices of ~~the~~ Florida State University.

An applicant must be accepted as a degree seeking student and enrolled in a minimum of six ~~(6)~~ semester hours of courses at the University, and be a citizen of the United States or an eligible non-citizen as defined in the Federal Financial Aid Regulations.

The ability of the Office of Financial Aid to supply FWSP students for part-time work depends upon the availability of Federal funds and matching institutional funds. FWSP students may work throughout the ~~U~~niversity and with off-campus agencies according to the students' special interests and skills and the needs of prospective employers.

B. EMPLOYER RESPONSIBILITIES

When a ~~Federal Work Study Program~~ FWSP student ~~assistant~~ is hired, the employer will be responsible for:

1. Establishing clearly defined schedules of work that are convenient to both the FWSP student and ~~employer~~the University. Work hours ~~should cannot not~~ interfere with class schedules.
2. Informing the FWSP student of the exact duties and responsibilities of the job.
3. Maintaining adequate supervision of the FWSP student with regard to regularity of attendance and quality of job performance. (Repeated absenteeism and/or failure to accomplish assigned tasks should be reported to the ~~Federal Work Study Office of Financial Aid~~).
4. Monitoring FWSP student earnings to prevent earnings over semester FWSP award amounts.
5. Submitting termination forms promptly to the ~~Federal Work Study Office of Financial Aid~~ when the FWSP student terminates ~~his/her~~the work assignment or has earned ~~their~~the maximum of their semester award.

C. PERFORMANCE STANDARDS

FWSP students are expected to perform their duties in accordance with the standards established by the department or agency for which they work. FWSP students will be subject to the same Human Resources policies set for all student employees. FWSP students who fail to comply satisfactorily with their employer's standards may be dismissed and referred to the ~~Federal Work Study Office of Financial Aid~~ for re-assignment or dismissal from the program. Supervisors are urged to take a personal interest in their FWSP students ~~-employees~~ and to place continuing emphasis on the importance of dependability and initiative.

D. APPOINTMENTS

~~Departments must inform the Federal Work Study Office of their requirements for Federal Work Study students by responding to the email that goes out in early summer. The email is sent by the FWS office and HR List Serve. However, departments can update their information anytime during~~



the year. Keeping the department information updated will improve the department's chances of hiring a student. Check your department's information on the FWS website at <http://financialaid.fsu.edu/types-aid/federal-work-study> and email any changes to the Federal Work Study Office.

Prospective FWSP students ~~employees~~ must provide the interviewing department or agency with an employment authorization provided by the ~~Federal Work Study Office~~ of Financial Aid, which indicates the interviewee has complied with all the requirements of the Office of the Financial Aid and the FWSP Office. The hiring department is responsible for completing the form and all new employee completing back-up payroll documents with the FWSP student. The ~~Federal Work Study Office of Financial Aid~~ will process the necessary forms to place FWSP students on the payroll. (See also item K, Benefits)

E. COMPENSATION RATE

The minimum wage for FWSP ~~students employees~~ is that specified by the higher of state or federal minimum wage Federal Fair Labor Standards Act; the maximum wage is determined by the Director of Financial Aid within the maximum limitations imposed by the U.-S. Department of Education.

Information concerning current maximum and minimum wage levels may be obtained from the ~~Federal Work Study Office~~ of Financial Aid.

F. TIME RECORDS

Each FWSP student must keep an accurate record his/her of hours worked on an electronic or paper timesheet pay and leave report. The employing department is responsible for the time entry of the pay and leave report. Students are paid on a biweekly basis and direct deposit is now required for all work study employees. The employing department is responsible for helping the student set up their direct deposit in OMNI.

G. HOURS OF WORK

The ~~Federal Work Study Program~~ FWSP work hours are arranged between the FWSP student and the employer. Generally, it takes 10 - 15 hours a week to earn the FWS award for a semester. FWSP SStudents should not work over the award amount, which is the Federal Work Study earnings limit. Work hours cannot interfere with the FWSP student's class hours. Students should not work more than 39 hours a week, including any combined hours for dual compensation arrangements (FWS/OPS).

H. FWSP STUDENT ELIGIBILITY DURING THE SUMMER

To be eligible for ~~employment under the Federal Work Study program~~ FWSP during the summer, a student must be enrolled and attending at least half-time, six ~~(6)~~ semester hours. Summer awards will be awarded only if funds are available.

I. TERMINATION SEPARATION

FWSP student ~~employment~~ appointment is at-will and temporary. ~~employment~~. FWSP students may be separated ~~from FWSP employment~~ at any time and notice of reason for ~~termination~~ separation is not required. A ~~t~~Termination action is to be completed for ~~any~~ FWSP students who resigns or ~~is are~~ terminated from his/her their jobs. The Termination should be processed by the department in OMNI and sent to the Federal Work Study Office for VP approval.



J. BENEFITS

FWSP students ~~employees~~ are not covered under Social Security, the Florida Retirement System, or any of the staff/faculty insurance group plans, but are covered under Workers' Compensation. FWSP students must sign a receipt for and be given a copy of the Workers' Compensation Program Guidelines by the employing department. FWSP students are subject to all non-discrimination and sexual harassment policies and procedures.

K. SAFETY STANDARDS

~~In order to~~To be covered by Workers' Compensation, FWSP students ~~employees~~ engaged in hazardous work must work only in an assisting capacity under proper supervision. Hazardous work includes, but is not limited to: electrical work, painting from ladders and scaffolds, roof repairs, window washing above the first floor, window glassing, and operating power tools excluding lawn mowers.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

The Board of Trustees has delegated its authority over personnel programs to the President which is further delegated to the Vice President. Constitutional authority, state statutes, federal statutes, Florida Board of Governors regulations, and University regulations authorize the policy:

Higher Education Act of 1965, 42 U.S.C. §§2751-2756b;

Florida Constitution Article IX, Section 7;

Sections 1001.706(6)(a), Florida Statutes;

Florida Board of Governors Regulation 1.001(5)(a);

Florida State University Board of Trustees Regulations FSU-4.001 and FSU-4.0015.

This policy shall be reviewed by the Chief Human Resources Officer every seven years for its effectiveness. The Office of Human Resources shall make recommendations to the Vice President for Finance and Administration for any modification or elimination.

/s/ Name of Approving Official

[Proof of approval retained in file]