

# Student Work-Study Policies & Procedures

## Types of Work-Study & Eligibility

**Federal Work-Study (FWS)** is need-based, meaning students must show financial need based on their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (COA).

- FWS employment is jointly funded by the US Department of Education and Carl Albert State College (CASC). FWS funds are limited. To be eligible for the FWS program, the student must complete the FAFSA and have financial need based on federal criteria.
- Students are limited to working a maximum of twenty (20) hours per week during periods of enrollment in which school is in session.
- Hours are awarded based on the individual student's needs and may be adjusted during the semester due to changes in their financial aid awards.
- Students must maintain Satisfactory Academic Progress to remain eligible.
- Eligibility does not guarantee an employment position. Positions are available according to CASC need and funding.
- FWS is processed through the **Office of Financial Aid**.
  - Department Heads and Supervisors should contact Crystal Armstrong with any questions.

**Institutional Work-Study (IWS)** is not need-based, it is a part-time, on-campus job typically for those students who may not be eligible for participation in the Federal Work-Study Program.

- The IWS positions are funded by the departments that have funds allocated for the purpose of employing students. Funds are not available in all departments so there are fewer positions available.
- Students must be enrolled in a minimum of 6 credit hours per semester.
- Students are limited to working a maximum of twenty (20) hours per week during periods of enrollment in which school is in session.
- IWS is processed through the **Business Office**.
  - Department Heads and Supervisors should contact Rena' Brooks with any questions.

## Funding & Allocation of Hours

### Federal Work-Study (FWS)

Once the Office of Financial Aid receives official notification of available funds, the FWS Coordinator will figure specific amounts and hours for each department requesting workers. Department Heads will be notified of hours available to them for the academic year and be asked to identify who the Department Supervisor(s) will be for that year. Any changes in supervision should be reported to the FWS Coordinator immediately.

### Institutional Work-Study (IWS)

Institutional hours are approved annually by the CFO based on availability of funds within the Operating Budget. Department Heads are asked to make a request based on their need. These requests are reviewed and approved or amended as budget allotment allows. It is the Supervisor's responsibility to ensure that any IWS students stays within their approved number of hours per week.

## Job Postings

A department head/supervisor can request a job to be posted by submitting a **WS Job Posting Request Form** to the Office of Financial Aid. The job will be posted on the board outside of the Poteau office and on the Carl Albert State College (CASC) website. When the position(s) has been filled, the department head/supervisor should request that the posting be taken down to cease further inquiries. The form is available on the CASC website and upon request.

## Work-Study Request, Authorizations, & Human Resources (HR)

Once a student has found a department interested in hiring them, or vice versa, the supervisor of that department must complete a **Student Work-Study Authorization-Termination** form. The authorization must be filled out completely (typed, not handwritten) before being submitted to the WS Coordinator.

- A new **Authorization** should be completed for each student working in each department every academic year and each summer.
- When is an employment application needed?
  - If the student has not been an employee before, he/she must submit a **CASC Application for Employment** with the **Authorization** form to be sent to HR.
  - If the student is a returning work-study, a new application is not required, just the **Authorization**.
- The WS Coordinator will review the Authorization Form and double check eligible hours and signatures. When it is determined that the form is complete, a copy of the authorization is sent to HR.
- HR will do their side and then contact the student to schedule orientation. This will include employee paperwork, timesheet instructions, etc.
- Once orientation is complete, HR will notify the Department Supervisor and the WS Coordinator to let them know when the student can begin working.

**No student may begin working until they have completed all paperwork and orientation & the coordinator and supervisor have been notified of an official start date.**

## Terminations

When a student ceases working (whether voluntary or not), the supervisor must complete the **Termination** section of the **Student Work-Study Authorization-Termination** and return it to the appropriate WS Coordinator.

- A termination should be completed when:
  - A student is told to stop working by the WS Coordinator, Department Head, or Supervisor
    - This does not apply when students must temporarily cease working due to reallocation of department hours.
  - A student does not plan to return the next semester, whether to the school or that department
  - A student switches departments they work for (but not if departments are sharing a student's hours)

**New Authorizations will not be approved until a Termination has been received for previous students.**

## FWS Information for Department Heads & Supervisors

Campus-Based funding is limited and may change year to year, sometimes drastically. These funds include the Federal Supplemental Opportunity Grant (FSEOG/SEOG) and Federal Work-Study (FWS) Program. Misuse and underuse of funding can lead to a reduction of funds or even a stop to funding altogether. It is important that Department Heads and Department Supervisors do their part in keeping students working within their approved

hours per week. It is also important they keep a reasonable standard for work conditions, tasks, training, and scheduling. **No student should be working during the students' scheduled class time** unless supporting documentation for class cancelation is included with the timesheet.

### Completing the Federal Work-Study Survey

Department Heads will receive a Federal Work-Study Survey for each new Academic Year asking for the Dept Name & Dept Number, if the department plans to hire FWS students, what campus & term they may hire for, how many hours they may need per week, and who will be in charge of supervising the student(s).

Anyone who might supervise and sign the student's timesheets should be listed on the survey. If an answer needs to be edited, the submitter should email the financial aid department with the information to be changed.

### Receiving the Allocation, Hours Remaining Spreadsheet, and Supporting Forms

Departments who indicate they may hire FWS students will receive a link to a Google Sheet of their allotted hours for the year and their student worker information. This sheet allows department heads and supervisors to track their hours used and remaining each month. Departments will only have view access to this sheet. If a field needs to be edited, the information to be changed should be emailed to the financial aid department.

Departments will also receive an email including necessary forms and reminder information for yearly processing.

### On-Campus Work

Students hired for on-campus positions are expected to work within normal CASC operating hours; Monday-Thursday 8:00AM-4:30PM, Friday 8:00AM-4:00PM. Exclusions to this rule are listed below and include departments/programs that typically have operational hours outside of the standard CASC hours. Students or Supervisors wishing to work outside of normal hours should contact the FWS Coordinator to receive approval for such work.

Exclusions: Library, Stivers Center, Athletics (Baseball, E-Sports, Softball, Wrestling), Cafeteria, and Physical Plant

### Off-Campus Work

Students hired for off-campus work are expected to work within the schedule set by their Supervisor. CASC does not provide transportation for these positions and the off-campus employer is not required to. Students are expected to manage their own transportation as well as ensure their off-campus hours do not interfere with their own school work.

### Work When In-Class Instruction is Moved to Virtual Due to Inclement Weather

If campus is declared closed due to inclement weather, even if classes are still considered in session virtually, students are not expected or permitted to travel to and work on campus. Conditions may apply to off-campus work as well so students are expected to keep in contact with their supervisor.

### Work Over Breaks

Any student wanting to work over a break will need to submit a **Request for Semester Break & Make-up Hours** form signed by their supervisor *before* the timeframe requested.

- “Breaks” include any day campus is considered closed as well as the time between the ending/beginning dates of the Spring/Summer and Summer/Fall semesters.
  - Ex. Thanksgiving Break; May 13 (Spring end) and June 1 (Summer begin)

### Time Entry

**Student Work-Study time entry must be submitted via Self-Service no later than the 1<sup>st</sup> of the month.**

Ideally, time entry should be reviewed regularly for appropriate hours worked. Late entries are not guaranteed immediate payment for that time worked and may need to be paid on a later payroll.

- View the Self-Service training videos here:
  - [Work-Study Supervisor Self-Service Training Video](#)
  - [Work-Study Student Self-Service Training Video](#)
- Off-campus students will enter their time via Self-Service to be reviewed by Financial Aid AND submit a paper timesheet signed by their off-campus supervisor to the Office of Financial Aid.
  - Timesheets are found online under [Employment Opportunities](#).

### Other Notes & Policy Violations

- No work-study student can work in a position in which someone in their immediate or extended family is the supervisor for that department.
  - This means that the person who signs the authorization and the timesheet as the supervisor cannot be related to the work-study student.
- All work-study related forms are available at [carlalbert.edu/employment-opportunities](http://carlalbert.edu/employment-opportunities)
- **Students, Department Heads, and Department Supervisors caught violating any of the above policies may be required to reduce hours or give up hours depending on the severity of the violation.**
- **As stated in the Student Work-Study Authorization-Termination;**
  - **Department Heads and Department Supervisors assume the responsibility of ensuring all employed students are working their appropriate hours and that the annual allotment is not being exceeded. Heads and Supervisors also understand that should the allotment be exceeded, the department will be responsible for any funds owed to the student.**