

2020-2021 FEDERAL WORK STUDY SUPERVISOR PROCEDURES

Due to COVID 19's impact, the number of positions requested per supervisor may be limited this year to provide equitable labor resources to all departments.

What is Federal Work Study?

Federal Work Study allows students to earn a paycheck through a financial aid award paid by federal funds. Since it is federal money, students must receive the award from Financial Aid each academic year to work and they must be paid hourly (for actual hours worked). For our university to continue receiving funds, we must follow federal rules. This means more oversight is required by supervisors than college role (department funded) positions.


Can I Request FWS Position(s)?

If you are a full-time staff/faculty and can answer yes to the following, you can request FWS workers:

- **The work tasks given are suitable for undergraduate students and will not replace staff or GSA work and MUST be performed in the workplace (NO TAKE HOME OR REMOTE WORK).**
- **I can provide supervision to the student at least 75% of the time (other staff can back up, but you are to be the primary supervisor).**
- **I am willing to spend time each pay period to make sure the student enters the correct hours worked on their timesheet (if you have a timesheet proxy you must provide actual hours worked to the proxy).**
- **I will ensure the student is only paid up to what they have been awarded and will track and end the position when their award is fully spent (otherwise my department will pay for more hours).**

Be aware that you should only request the number of positions that you can manage while fulfilling all of the above requirements. If more workers are needed departments should consider having other staff members request positions and be responsible for supervising. Positions are open during Fall – Spring (No FWS in the summer).

How to Request & Hire Students

1. Request a position online: <https://www.fit.edu/career/forms-and-documents/student-employment-request-form/>
 - You must have your timesheet codes to complete the form. If you don't have access to approving timesheets contact HR to be setup with a timesheet org code or talk to your payroll administrator about your options.
 2. Your positions will be approved or denied from fws@fit.edu. Once you have been approved, complete the Zoom Supervisor Training
 3. Positions will be posted with your e-mail on the FWS job list online. Students will contact you to apply. You also may advertise through your department channels or FitForum, but be sure to include "Students must be awarded Federal Work Study to Apply" in your advertising.
 4. **NEW THIS YEAR:** We will no longer be using paper blue hire forms. Students will now receive a fillable .pdf hire form with electronic signature required. Students will e-mail their .pdf hire form for you to sign when they are ready to be hired, and then you will send to fws@fit.edu. Before hiring you should have an informal conversation or formal interview to ensure students understand the expectations and know how many hours you would like them to work. Students may not be scheduled during class times, so request their class schedule as well.
 5. **Once you have e-mailed the hire form, WAIT for the official start date / hire confirmation e-mail from fws@fit.edu. Some final HR hiring steps are completed by our office and the student will not have a timesheet until their official start date, YOU MAY NOT have them work before this date.**
 6. Positions end the last day of spring classes, or earlier if the student graduates in December, withdraws from the university, or earns the entirety of their award (whichever comes first).
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New Pay Scale: 2020 - 2021

Job Type	Entry Level Rate	Maximum Rate	Examples
Generalized Positions	\$9	\$10	<u>Can be filled by most majors:</u> Staff/Faculty Assistants, Clerical, Events, Facilities, Athletics, Ambassadors, Tutors, Aquarist etc.
Specialized Positions	\$10	\$11	<u>Requires specific major and/or specialized skills/certificates:</u> Technical positions, Lab Assistants, Sponsored Research, Lifeguards

Regulations

1. Students legally **MUST** be paid hourly. It is your responsibility to ensure they are paid for exact hours worked, you cannot estimate or approve whatever the student enters, you may **ONLY** approve worked hours. If you are using a timesheet proxy you must provide a time log or sign in/out sheet to your proxy. Students do not receive holiday, sick, or any other fringe benefit pay.
- 2. Students are limited to working 20 hours per week when class is in session, you may not schedule them during their class times.**
3. Supervision must be provided; students cannot work by themselves or only under a GSA. No take home work or remote work allowed, and students cannot be paid to do their own personal projects, such as their Senior Design Project.
4. Our university payroll system runs bi-weekly, and it is your responsibility to provide reminders to the students to complete their timesheets. Students must legally be paid even if they forget to complete their timesheet. It is the

supervisor's responsibility to keep track of their hours every payroll and only use retro time (adding previous payroll hours) when necessary.

5. Students may only work one FWS job at a time (exception is they can be in the Civic Workforce and complete paid charity work alongside their FWS campus job).
6. No Political or Religious activities are allowed to be performed.
7. **Students may ONLY earn up to their award, which will be sent in their hire confirmation e-mail. A tracking sheet will be provided with the e-mail, it is your responsibility to track their earnings. Any hours worked past their award must be paid by your department.**
8. Students cannot be fired or terminated without approval from HR. If you are dealing with performance issues, provide counseling or written warnings first. If no changes are seen or the behavior is serious, contact fws@fit.edu so HR can get involved. **If your student voluntarily resigns, leaves the university, or graduates in Dec. you MUST notify fws@fit.edu.**
9. If any outside agency or individual asks to verify your student's employment or asks for your opinion of them, you must direct them to HR and cannot give out any information. You may be a reference for a student only if the student and HR has given you permission.

Career Services will be conducting compliance checks throughout the academic year and may visit your office to ensure you are following regulations, providing supervision, and work tasks are appropriate for an undergraduate student.

To continue in the FWS Program you must follow all instructions in this manual and any updates sent by fws@fit.edu

For more information visit our website:

<https://www.fit.edu/career/current-student-resources/student-employment/federal-work-study/>

Career Services --- 321-674-8846 --- fws@fit.edu