

A large, dark, glossy statue of a panther in a pouncing pose, set against a light-colored brick wall. The panther is positioned on a white rectangular base. The background shows a building with a brick wall and some green foliage.

**Federal Work Study
Supervisor
Procedures Manual
2019-2020**

OVERVIEW OF THE FWS PROGRAM

Federal Work-Study is an employment program funded jointly by the federal government and either the university or an off-campus nonprofit-employer. Financial aid university funds pay for a portion of the student's wage and the remaining portion is paid for using Federal Work-Study Grant funds. When hours are submitted, the student receives a consolidated check every two weeks issued by the Florida Tech Controller's Office. The current minimum wage for on-campus Federal Work Study is \$8.46/ hour. Student employees may not exceed part-time hours (20 hours per week, 40hr/ pay period maximum).

Students who are awarded FWS money are given an "allocation amount" (the terms "allocation" and "award" may be used interchangeably). This amount varies based on each individual's Financial Aid package and eligibility. The student has the opportunity to earn up to that award amount but not in excess of that amount. **Florida Tech does not guarantee total earnings.** The FWS award-earning period begins on the first day of Fall semester classes and ends the last day of Spring semester classes. **FWS is not available during the summer term.**

The FWS allotment is a total yearly amount, not per semester, and may be earned at any pace (i.e., the student does not get half of the award per semester). The remaining balance at the end of the academic year will be forfeited by the student. **The employing department/supervisor is responsible for ensuring that students do not exceed their allocation amount.** Any hours worked in excess of the allocated amount will be charged to the employing department's budget.

By law, students may not begin working until their official start date authorized by Human Resources and Career Management Services. Start dates are sent via email from fws@fit.edu.

Student Eligibility and Requirements

Students DO NOT automatically qualify for FWS:

- Students must be U.S. citizens or permanent residents and be matriculated in the university
- Students must be at the undergraduate level
- Only students who receive Federal Work-Study in their Financial Aid package are eligible for assigned work-study positions. Students must complete a FAFSA (Free Application for Federal Student Aid)—the Financial Aid Office can discuss student eligibility.

A student's eligibility to work in the FWS program invariably changes from year to year. Students must re-apply for financial aid each academic year. Questions concerning eligibility should be addressed to a Financial Aid counselor.

FWS HIRING

Step 1 – Supervisor Guidelines & Position Request

Supervisors must read the FWS Supervisor Guidelines and submit a Work-Study Job request for each position. Once your positions have been approved you will be sent an “Approval Notification” via email and will be given a job number for each of your approved positions. Your signature on the position request or e-mail confirmation of continuing a position into the following year denotes that the guidelines are understood and agreed upon.

Guidelines, Procedures, FWS Position Request & Agreement are located on the FWS Forms & Documents Page: <https://www.fit.edu/career/forms-and-documents/>

Supervisor Training

As changes regularly occur it is necessary that supervisors regularly familiarize themselves with the Federal Work-Study Program and its policies. A short mandatory online training is required for supervisors requesting a position for the first time, when program changes are made, or if a re-training is required.

Step 2 – Advertising Positions

CMS will post all positions on their online job board, Handshake, and departments may advertise their approved position(s) on fitforum or through their department. The following statement **MUST** be included in the advertisement: “You must have been awarded Federal Work-Study as part of your Financial Aid package to be eligible for this position.”

Step 3 – Interviewing Students

Supervisors should interview their students through an informal or formal process. Any students that need to improve their interview skills can be referred to CMS.

Step 4 – Hiring Students (Blue Form)

Qualified students will be given a Hire Form (Blue Form). Once you select a hire, fill out the supervisor section of the form with your job number (given in your position request e-mail) and pay rate. **All students starting a new position must be started at the minimum pay rate for their job type.**

Continue to the next page for the 2019-2020 Federal Work Study Pay Scale Chart

Step 5 – Receiving Hire Date

Once the blue form is returned to and processed by the Career Management Services Office, both the student and supervisor will receive an “Employment Authorization” email that will include the first day that the student is eligible to work. **Students **MAY NOT** begin working until the official start date given in the authorization e-mail from fws@fit.edu.**

2019-2020 FWS Pay Scale*

Job Type	Entry Level Rate	Maximum Rate	Examples (not a complete list)
Clerical, Office, Assistants	\$8.46	\$9	Faculty Assistants, Receptionists, Secretaries, Internal Project Assistant, Office Assistants, Event Assistant, Media/Web Assistant, Auditing Assistant, Building Assistant (Student Activities), Collections Assistant
Facilities, Dining, Athletics	\$8.46	\$9	Groundskeeper/Plant Care, Boat House, Aquarist, Plumber, Painters, Mail Room, Sports Teams, Pool Cleaning, Ticketing Assistant, Study Table Assistant, Athletic Training, Equipment/Team Manager, Intramural Officer
Ambassadors, Administrators (managerial duties)	\$9	\$9.75	School Ambassadors, Student Operations Managers, Analysts, Payroll/ Statisticians, Liaisons, Web Managers, Marketing, Journalism Photography, Reporters, Alumni Philanthropy, Athletic Communications, Newsletter Writing/Editing, Archiving
Tutors	\$9	\$9.75	Academic Support Center, Writer's Den, BATD Tutor, MAC Tutor
Technical, IT, Lab/Research Tech (pertaining to research that is not grant-funded nor for purpose of publication)	\$10	\$11	Lab Technicians, Programmers, (Web/App) Designers/ Developers, Coders, Data Architect, Robotics, Engineering, Classroom technology, Machine Shop, Audio/Visual Technicians, BATD, Graphic Editing/Design (w/photography), Ocean Tech, Electricians, Tech Support Analysts, Music Lab Tech, Behavior Tech (Scott Center)
Lifeguards	\$10	\$11	Aquatic Center- Must have Lifeguard Certification
Lab/Research Assistants (grant-funded and/or for publication purposes)	\$11	\$12	Academic Lab/Research work that pertains to research being funded or governed by a research body, and/or certainly leading to a scholarly publication. (Internal office/department research does not apply)

***All jobs and their entailed duties are subject to examination by CMS at any time. Pay rate must align with job duties performed, not necessarily job title.**

FWS RULES

Obtain Class Schedules – Students may not work during scheduled class times. Request your student's class schedule to avoid conflicting schedules.

Supervision – Federal Work-Study students must be supervised by an FWS-approved permanent staff or faculty member within the department. Take home work is not permitted (being paid for work done “off the clock”). Additionally, students are not permitted to do homework while at work. Students may not work if your office is closed and no staff are present (such as holidays). Student's hours must be tracked and they may not earn more than their Federal Work Study Award.

Multiple Jobs/ College Roll Regulations – Students may work in only one FWS position at any given time throughout the Academic Year. In addition, students may not work in a College Roll position and a Federal Work-Study position at the same time.

No Political or Religious Work – Students may not perform political or religious activities that serve partisan interests or sectarian groups. They may not be involved in the construction, operation, or maintenance of a facility used for religious worship, or involve political activity or federal lobbying.

No Staff Positions – Federal Work Study employment may not impair existing service contracts or displace staff employees. Level of work given should be appropriate for undergraduates, including incoming freshman.

No Teaching Assistants – Work that includes grading, teaching, curriculum/program development, etc., does NOT qualify for this program. These types of activities should be filled by a Graduate Student Assistant.

Student Timesheets — Student employees are paid on the same schedule as all University staff/faculty. Students submit bi-weekly timesheets via PAWS which must be approved by their supervisor in accordance to FIT Payroll scheduling. It is the supervisor's duty to ensure their employees know how FIT's Web Time Entry system works. The next section further explains Web Time Entry policies as well as rules for using a proxy for time approval.

It is highly recommended that all supervisors use a sign-in and sign-out sheet to track student time. This keeps the employee, supervisor, and time-approver proxy (if used) informed of the student's hours.

TIME ENTRY REGULATIONS & LAWS

Student timesheets MUST be approved every 2 weeks!

Web Time Entry (WTE) – The hiring department/supervisor is responsible for training students on how to use this system. Student Payroll should be reported along with the rest of the department's, every two weeks, in accordance with Florida Tech payroll calendar. Use the deadlines set and advertised by the Controller's Office for submitting and approving online timesheets. The supervisor or the Web Time Entry approver (if different) must verify the student's WTE timesheet and approve it, submitting it to Payroll for payment. It is understood that many faculty members travel regularly to conferences, etc. When this is the case, supervisors should set up an approved proxy to approve Web Time Entry timesheets and manage FWS-related issues in their absence.

It is highly recommended that all supervisors use a sign-in and sign-out sheet to track student time. This keeps the employee, supervisor, and time-approver proxy (if used) informed of the student's hours.

Payroll Instructions: <https://www.fit.edu/controller/payroll/>

Federal Regulations Relating to Timesheets and Payroll

34 CFR 675.16 - A school must pay a student at least once a month. For tracking and auditing purposes, we require that student hours be reported in the 2 week pay period they were earned.

University Procedure Relating to Student Employment

10.1 Student Employment - The University deems a student's primary role while attending Florida Tech as the pursuit of an education and, ultimately, a degree. As such, the University limits full-time students who are also employees as defined by this policy to a maximum of twenty **(20) hours** of work per week during the academic year defined as fall and spring semesters.

According to the Fair Labor Standards Act of 1938

The FLSA prohibits employers from accepting voluntary services from any paid employee.

Hourly Labor Law

Students are hourly workers and must be paid for their actual hours worked. Students cannot estimate hours, or be paid for hours that are less than/more than what they actually worked in the pay period. They may not volunteer hours while employed.

Tracking Hours– Students who are awarded FWS are given an “allocation amount”. This amount varies based on each individual's Financial Aid package. The student has the opportunity to earn up to that amount but not in excess of that amount. Please be aware that if a student works the maximum amount of hours per pay period (20), their FWS allotment will be used up very quickly. It is the student and supervisor's responsibility to keep track of the student's remaining work-study allotment using the Hours Tracking form. This will ensure that the student does not exceed their allocation amount. When a student's award has been used up, the student must stop working.

The program provides for payment on an hourly rate basis only. Fringe benefits such as sick days, holiday pay, vacation pay and overtime are not provided. Students are paid bi-weekly in accordance with the Florida Tech payroll schedule set by the Controller's Office. Please note that payroll issues should be directed at the payroll office. Lost checks and incorrect hours can all be reported to payroll@fit.edu.

Resignations/Transfers– Students may resign or transfer to another department if they choose, please complete a Movement Form (on FWS website) and submit to fws@fit.edu. If a student runs out of hours and your department decides to transfer them to a college roll position, their position must be ended on a Movement Form and indicate in the comments of the EPAF that you are switching the student to college roll.

MANAGING FEDERAL WORK-STUDY EMPLOYMENT

Guidelines for Dealing with Employee/Employer Conflict

When issues arise between supervisors and student workers, it is important to proactively address problems with the goal of student development as the guide. Supervisors should take a positive approach in counseling students on performance and expectations, and students should be able to openly communicate with their employer. However, in the event that a student would like to resign or transition into another position, please complete the Federal Work-Study Movement Form located on the FWS Forms & Documents Page:

<https://www.fit.edu/career/forms-and-documents/>

- Address minor concerns before they become major problems
- Review work schedule, job responsibilities, duties and expectations
- Offer the student specific ways he/she may improve performance
- The student can voluntarily seek employment elsewhere, but you may not dismiss them without prior HR approval

Managing Performance Issues

Partner with the Office of Human Resources early on to document performance issues and minimize misunderstandings. The Employee Counseling Notice is accessible on the HR internal website. Suspension and **termination requires prior Office of Human Resource approval.**

Employment Verifications

The Human Resources Office manages any inquiries from outside sources regarding Federal Work-Study student employees. If you are contacted by an outside employer, government agency, or Employment Verification Agency regarding a previous or current Federal Work-Study employee, please refer them to the Human Resources Office.

*Supervisors/Departments that violate the procedures in this document are liable for paying students wages (through department funds) and may be removed from the FWS program.