

TEXAS COLLEGE



Work-Study Handbook
for
Students and Supervisors

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ACCREDITATION

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts and Baccalaureate Degrees. *Contact the Southern Association of Colleges and Schools Commission on Colleges at:* 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas College.

The Commission should only be contacted concerning accreditation related matters. All other inquiries should be directed to: Texas College, 2404 North Grand Avenue, Tyler, TX 75702; (903) 593-8311; www.texascollege.edu.

MISSION STATEMENT

Texas College is a historically black college founded in 1894, by a group of CME ministers. Our mission, which continues to embody the principles of the Christian Methodist Episcopal Church, is to ensure that the student body experiences balanced intellectual, psychological, social and spiritual development, aimed at enabling them to become active productive members of society where they live and work.

CORE VALUES

Academic Excellence - developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communication, and technology skills.

Integrity - instilling the pursuit of character, honesty, and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored.

Perseverance - implanting diligence, enterprise, and pride in the application of skills, knowledge, and abilities developed during the course of study at Texas College.

Social Responsibility - promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.

Tolerance - emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.

Community Service - encouraging self-extension in service to others as the heart and soul of our educational enterprise.

Employment Calendar

August 24th	First day of employment for students registered with completed financial aid for the Fall semester
August 24th	First Day of Class
August 24th -31st	Work-Study Orientation
January 11th	First day of employment for students registered with completed financial aid for the Spring semester
January 11th	First Day of Class
January 11th-13th	Work-Study Orientation (New work-study awards only)
January 11th	First Day of Employment for students
February 6th -10th	Financial Aid Awareness Week

Contact List

Vice-President for Business and Finance	<i>James Harris Sr.</i> jharris@texascollege.edu
Financial Aid Director	<i>Angela R. Speech, M.S.</i> amarshall@texascollege.edu
Financial Aid Counselor	<i>Gloria Luera</i> gluera@texascollege.edu
Senior Financial Aid Counselor	<i>Beverly Johnson</i> bjohnson@texascollege.edu
Financial Aid Counselor/Default Manager	Vacant

Program Description

Work-Study provides funds for part-time employment to help needy students finance the cost of a postsecondary education. Hourly wages must not be less than the federal minimum wage.

Students may be employed by: the institution itself; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization. Institutions must use at least 7 percent of their Work- Study allocation to support students working in community service jobs, including: reading tutors for preschool age or elementary school children; mathematics tutors for students enrolled in elementary school through ninth grade; literacy tutors in a family literacy project performing family literacy activities; or emergency preparedness and response.

Students must file a Free Application for Federal Student Aid (FAFSA) as part of the application process for FWS assistance. The FAFSA can be completed on the Web at <http://www.fafsa.ed.gov>.

The Federal Work-Study (FWS) Program encourages and provides part-time employment for students to help meet their indirect cost of attending college. Proceeds from this program should be used to help pay for rent, personal expenses, transportation, etc. The program should not be used to pay tuition and other charges.

Community Service (CMS) jobs are defined as positions that improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs including on-campus childcare services, that are open and accessible to the community. CMS also includes services to students who have disabilities and are enrolled in school. On-campus jobs can meet the definition of community services, provided that the services are open and accessible to the community and that they meet the other FWS limitations and conditions.

The Family Literacy Program provides literacy or pre-literacy education to children, literacy training for parents or other caregivers of children in the program. It also provides a means of equipping parents or other caregivers with the skills needed to partner with their children in learning as well as providing literacy activities between parents or other caregivers and their children. Reading and Mathematics tutors will qualify for 100% Federal reimbursement.

Types of Student Employment

Federal Work Study (FWS)

The Federal Work Study Program is a federally funded work program which provides employment to eligible students with financial need, helping them to earn money to help pay education expenses. A FWS award is financial aid, and as with other types of financial aid, student eligibility is determined by the Office of Financial Aid. FWS awards are granted on the basis of financial aid.

Community Service

Students are matched with non-profit organizations such as the Boys and Girls Club to assist students with after-school activities, homework assistance, and peer groups.

Texas Work Study (TWS)

TWS provides part-time jobs to eligible students with financial need to enable them to attend college. In order to be eligible students must be a resident of the state of Texas, show financial need, register for Selective Service, or sign a statement that they are exempt from this requirement, and enroll at least-half-time. Students may not be a recipient of any form of athletic scholarship.

Institutional Work Study (IWS)

IWS is available to House Bill students to help defray the cost of their education. The funds can be awarded up to the cost of tuition and fees. The students are not issued a check; however funds are applied directly to the student's account.

Family Educational Right and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students' educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Students participating in any work-study program may have access to educational and financial records, containing personal identifiable information about current and former students. The unauthorized disclosure of information is prohibited by Texas College. If it is determined that a student has violated the FERPA Act, they will be immediately terminated from their position and will be reported to the Student Affairs Office for appropriate disciplinary action.

WORK-STUDY AWARDS POLICIES AND PROCEDURES

General Guidelines

The work-study program is designed to help students meet educational expenses through meaningful employment. The Office of Financial Aid assists students who qualify for work-study find part-time employment positions. Jobs vary throughout the college and range from assisting in various departments to working in the library or tutoring children in the America's Read program.

A. Eligibility

To qualify for work-study a student must:

- Be a U.S. citizen, permanent resident or eligible non-citizen (as determined by FAFSA)
- Submit a FAFSA (if flagged for verification, additional documents will be required)
- Demonstrate a financial need

B. Priority will be given to students enrolled full-time who meet the priority application deadline. Students enrolled half-time, with continuous enrollment, or Success Program participants will be offered a work-study amount of \$ 1,500.00, without the option to increase their award.

1. Work study awards will be prorated for students that:

- Do not attend Texas College the full academic year
- Changes his/her academic program to the Success Program
- Changes his/her program from full-time to half-time

Students may only retain one work-study award position at a time, and may not utilize both work-study awards with Residential Assistant stipends within the same semester.

Work-Study Awards Policies and Procedures

Work-Study Awards

The total work-study award depends on when the student applied, the level of need, and the funding level available at the time the student applied. Work-study awards are need-based and awarded on a first-come, first served basis. The standard award amount is \$ 3,000.00. Students' enrolled half-time will be offered a work-study award in the amount of \$ 1,500.00 without the option to increase their award. Work-study awards will be prorated for students that do not attend the full year, switch his/her academic program to the Success program or change his/her enrollment from full-time to half-time.

For newly awarded students, all work-study awards are distributed on a first-come, first served basis to those who meet the priority deadline.

- Priority Deadline for New Students: March 1st
- Priority Deadline for Continuing Students: March 15th

In early May, awarding begins for continuing students. Students who submit a complete financial

aid application by March 15th are given priority during the awarding process. Work-study funds are awarded to:

- Students who posted earnings for a work-study award in the previous year and submitted a completed FAFSA application by the priority date March 15th, neediest students will be awarded first
- Students who did not receive work-study awards in the previous year must submit a completed FAFSA application by the priority deadline March 15th, and indicate on the FAFSA that he/she is interested in work-study, neediest student will be awarded first.

Because work-study awards are highly competitive financial aid awards, there are not enough funds to award all students that show financial eligibility. In order to accommodate additional request a student can request to be placed on a waitlist. However, we cannot guarantee that the Office of Financial Aid will have funds to fulfill all requests.

Placement:

Applications for work-study are available in the Office of Financial Aid. Once eligibility is determined, the student will be notified of available positions. Requirements will vary for each position. Students must complete the following requirements prior to receiving a job placement:

- Accept their work-study award
- All documents/ request must be received from work-study supervisor (including class schedule)
- Complete the mandatory work-study orientation
- Complete all required work-study forms
- Must be enrolled in at least six credit hours
- Receive a confirmation email with work-study start date

Work-study Contracts

Texas College will obtain a contract for all FWS/CMS positions located outside of the campus. The Federal Work-Study/Community Service agreement spells out who will be the employer for purposes of payroll.

Outside Employers

The school is responsible for regularly monitoring the positions and work environment of the outside agency. This visit serves to safeguard the students and the integrity of the program. If possible, quarterly visits should be made; however, annual or semi-annual visits are acceptable.

Continuing Students Work-Study Instructions

All approved returning students for the new award year, will be given a new award amount and award letter based on approval from the Work-Study Coordinator. All returning students who

will work after July 1st must have a valid ISIR on file and completed the verification process (if applicable) in order to receive Work-Study for the upcoming school year.

Employment during the Summer Semester

Students may continue to utilize their work-study award until the last day of finals. If a student is enrolled at least half-time during the summer term, or has the intent to enroll for the upcoming Fall semester, they may continue to utilize work-study funds until the end of the summer term. Students registered for the fall term may begin work August 24th if all financial aid requirements have been satisfied.

Graduation

If a work-study employee graduates, the last day of finals for that semester is the last day the student may work.

Employee Rights and Responsibilities

Rights:

1. Information regarding their award amount, rate of pay, average number of hours per week, and general work-study procedures
2. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period
3. A clearly defined work schedule, which accommodates their course schedule and academic requirements
4. Adequate training to perform assigned tasks
5. A safe, clean, and professional working environment
6. Supervision and direction from Texas College faculty or staff
7. Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar

Responsibilities

1. Student employees are not allowed to study nor do homework while they are working. If your supervisor approves you to do homework, it must be while serving a need of the work site at the same time (i.e. answering the phone, greeting visitors, etc.) Become familiar with information provided regarding the terms of the work-study award, program policies procedures.
2. Communicate with supervisors regarding schedule
3. Notify supervisor immediately if unable to attend work
4. Understand the expectations from individual supervisor
5. Notify the Office of Financial Aid in the event of an inappropriate work environment, etc.
6. Maintain professionalism and accuracy in all transactions with the public or campus community

Timesheets

Blank timesheets are available in the Office of Financial Aid or in the forms section of this handbook. Timesheets must be filled out completely and signed by the student worker and supervisor for proper signature to be obtained. Timesheets are due the 1st of each month. Should the 1st of fall on a weekend or a holiday, timesheets will be submitted on the prior business day before the due date, by 5:00 p.m. Any timesheet turned in after the deadline will be held for processing until the next pay period.

Pay Rates

Blank timesheets are available in the Office of Financial Aid or in the forms section of this handbook. Timesheets must be filled out completely and signed by the student worker and supervisor before they are processed. Unsigned timesheets will be returned to the student's supervisor for proper signature (s) to be obtained. Timesheets are due the 1st of each month. Should the 1st fall on a weekend or a holiday, timesheets will be turned in on the prior business day before the due date, by 5:00 p.m. Any timesheet turned in after the deadline will be held for processing until the next pay period.

- Texas College pay rate for the 2015-2016 is \$ 8.00 per hour.
- Work-Study students are only allowed to work 20 hours per week during the semester, while classes are in session unless given permission by the Financial Aid Administrator
- Only during periods of non-enrollment and between semester breaks are students allowed to work 37 hours per week as identified by the Work-Study Coordinator.

Break and Holidays

Students may work during semester breaks with the approval of their supervisor and if there is funding available. Students are not permitted to work on holidays that are observed by Texas College.

Termination

Students may resign from their federal work study assignments by completing a termination form and submitting it to their FWS supervisor for approval. FWS students will only be allowed to change FWS positions once per academic year.

If student employees do not perform their duties satisfactorily and needs to be terminated, the supervisors must speak with the Financial Aid Director to discuss prior to terminating the student. Improper use or violation of the College's property and falsification of timesheets will result in your termination without grounds for appeal.

Reason for Termination include, but are not limited to the following reasons:

- Exceeding FWS/CMS award.
- Withdrawal or termination from school.
- Unsatisfactory academic progress.
- Unsatisfactory job performance.

The supervisor/Director of Financial Aid will complete a termination form. A copy of the form will be provided to both the supervisor and student. The original form will be placed in the student's file. Students, who are terminated from a position, will be eligible for rehire the following academic year.

Determining Wages

Hourly Wage Rates

The wage to be paid under the FWS/CMS program is \$ 8.00 per hour. No maximum wage rate is set under the Federal Work-Study/Community Service program. It is up to the school to determine a reasonable pay rate for the duties performed.

Calculation of Hours Worked

Compensation under the program must be computed on an hourly wage rate basis. Because of the "hour's-pay-for-an-hour's-work" rule, no compensation may be given for holidays not worked, vacation pay, sick leave, lunch breaks, etc. With respect to the latter, it is important that student time sheets make provisions for a sign-out and sign-in for any meals or other extended breaks.

Maximum Hours per Week

Students are allowed to work a maximum of 20 hours per week unless given permission by a Financial Aid Director. During College breaks, students may work 37 hours per week.

- Students may not work during hours, which they are scheduled to be in class or College Assembly
- The Work Study Coordinator/Supervisor will review the student's time sheet to ensure that the student is not working while they should be in class.

Additionally, the school should counsel students if they appear to be working too many hours which could adversely affect their educational studies.

Work-Study Monitoring and Loan Changes

Loan Changes

If you are awarded work-study through the waitlist process, a loan change may be required. There are two common work award scenarios which require loan changes. In the first scenario, the student does not demonstrate financial need. If the student does not demonstrate need, it may be possible to reduce the student's federal Direct Subsidized Stafford Loan. In the second scenario, the student's financial aid package has reached the student's Cost of Attendance (COA). If the student has reached the COA, then it is possible to reduce the student's Private Loan, Federal PLUS Loan, or Federal Direct Unsubsidized Stafford Loan.

Students must contact the Office of Financial Aid to authorize loan changes. In this situation, please note that you may not begin working until the loan has been reduced. It can take up to one-two weeks to process changes.

Award Increase, Cancellation, or Reduction

If a student/supervisor expects that their earnings will exceed their initial award, students can complete a "Revision" form located in the Office of Financial Aid. The supervisor and student will be notified via email by the Work-Study Coordinator when the award increase is processed. Award increases are contingent on a variety of factors pertaining to the student's award, as well as the amount of funding remaining. Not all award increases will be processed due to these restrictions.

Award Cancellation

Fall Semester:

Work-study awards will be cancelled if:

- The award is not accepted by July 29th
- The student does not find a job by September 16th
- The student no longer demonstrates financial need

Spring Semester:

Work-study awards will be cancelled if:

- The award is not accepted by November 30th
- The student does not find a job by January 20th
- The student no longer demonstrates a financial need

Reduction

If a student receives an additional scholarship or grant, requests a loan, or makes a loan change, the work-study award will be reduced by any amount necessary to prevent awards that exceed gross need. Work-study award reductions occur frequently for students, thus students and

supervisors should anticipate an award change.

Work-Study Job Description

A job description is a written document which describes the duties of the job and the skills and knowledge a successful candidate will need to be hired for the position. Every employee needs a job description so that they clearly understand the nature of their role within the unit. The job description should be presented to all student employees by his or her supervisor.

Supervisors hiring for work-study award positions are responsible for submitting the Job Description to the Work-Study Coordinator.

Monitoring Employment

Treatment of Taxes and Other Costs in Defining Maximum Need:

In computing, if a student's maximum need has been met, only the earnings net of taxes and required withholdings must be considered. Therefore, an award slightly higher than need can be made. Additionally, other costs incidental to employment such as transportation to the job, or the costs of uniforms may either be subtracted from the earnings or added to the student budget.

Monitoring of Maximum Earnings:

In order to assure that a student does not exceed the FWS/CMS award, an FWS Payroll Summary spreadsheet is used to track net earnings. Every effort should be made to insure that students are not working excessive hours which would cause an over award situation. Regular monitoring of the students' time sheets will alert you to a possible over award situation. If the student appears to be working excessive hours, you should contact both the student and the employer to rectify the situation.

To calculate the number of hours per week a student can work, maximizing his/her award, use the following formulas:

$$\frac{\text{Total Work Award}}{\text{Rate of Pay}} = \text{Total Hours of Eligibility}$$

$$\frac{\text{Total Hours of Eligibility}}{\text{Number of Weeks Employed}} = \text{Number of Hours per Week}$$

Treatment of Over Awards:

If a student receives additional resources before the school employs a student under the Federal Work-Study/Community Service program which could cause the student to exceed his/her need, then the full amount of the over award is the amount that exceeds the need.

If a student receives additional resources after the school disburses the student's Federal Work-Study wages, then the over award is the amount of the funds in excess of \$300.

If a student earns more money from employment than the school could reasonably anticipate when it awarded the Federal Work-Study/Community Service employment, the school shall cancel any unpaid loan or grant (other than Pell Grants) to avoid exceeding need by more than \$300. If the student is still in an over award situation, and the student is enrolled for the next academic year, the excess of \$300 may be considered as a resource against the next year's aid package. If the student will not be enrolled next year, no further action is necessary.

A school may continue to employ a student in a Federal Work-Study/Community Service job until the end of the payment period, even when a student's need has been exceeded. However, when the amount of the over award, which then must include consideration both of FWS earnings and any other employment, goes above \$300, it must be totally school or employer compensation. Additionally, as soon as a student exceeds their need, both need-based and non-need-based earnings must be monitored.

Payroll Procedures

Set up a separate work-study folder for the student by work-study program. Include in the folder the following items:

FWS Payroll Summary Form

Checklist for Required Documents

- Hire/Rehire Form
- FWS Job Description signed by the student
- Copy of the student's financial aid award letter documenting the FWS award.
- FWS voucher requesting payment
- FWS Hourly Time sheets

Prior to the student's first day of employment, the Work-Study Coordinator must collect all necessary documentation, which requires processing.

Original documents are submitted to Work-Study Coordinator

Each supervisor submits timesheets and verifies that hours worked does not conflict with the student's class schedule.

The supervisor will keep track of the remaining hours a student is eligible to work after each payroll period.

After all funds have been allocated, students can submit a revision form to work additional hours.

Funds will be cancelled for all students not enrolled, and do not begin work.

Submit the following documents for each new hire to:

- The Work-Study Packet
- Federal withholding statement, W-4
- Federal I-9, with attachments (government issued ID, and social security card)

All documentation should be submitted to the Work-Study Coordinator for review, before the student begins employment in a Work-Study position. The Work-Study Coordinator will then return the approval/rejection by email after reviewing all documentation.

Timesheets

Students should turn in timesheets directly to their supervisor by noon on Fridays for review. As a student, your signature on the timesheet indicates that you have worked all of the hours reported. Please ensure all areas are filled in and the hours are added correctly, not exceeding daily or weekly allowances. Timesheets are due on the 1st day of each month by 5:00p.m.

Timesheets that are submitted beyond this deadline will not be processed until the following pay period.

If your supervisor submits the new hire request after the hiring deadline for the pay period and you submit a timesheet, the timesheet will be delayed until the following payroll date. You should anticipate a delay in receiving your first paycheck.

Paychecks

Work-study pay checks are available on the 15th of each month after 2:00 p.m. at the Cashier's window located in Martin Hall.

Any questions about your paycheck (i.e., missing hours, wrong pay rate, etc.) should be directed to the Work-Study Coordinator.

Payroll Calendar

Fall Semester	Spring Semester
September 15th	February 15th
October 15th	March 15th
November 15th	April 15th
December 15th	May 15th

Student Employees

New Student Orientation

Work-study orientation is required for all work-study recipients each academic year. Students who have accepted their work-study awards will be notified via email regarding orientation sessions. Students must have an accepted work-study award in order to attend orientation. There will be one work-study orientation held per semester with two make-up sessions. Students who fail to attend orientation, their work-study award will be cancelled.

Student Employee of the Year

The Office of Financial Aid is encouraging each department to recognize their outstanding students during National Student Employment week, the second full week in April. To help raise awareness of all of the extraordinary student employees at Texas College, the Office of Financial Aid will sponsor the Texas College Student Employee of the Year competition.

We will also, recognize outstanding student employees on a monthly basis. Supervisors will submit their recommendation to the Financial Aid Director for review. Winners will be announced on the last business day of each month.

Criteria for these awards will be based upon:

- Overall Grade Point Average (GPA)
- Work attendance
- Work performance
- Class attendance

Satisfactory Academic Progress

The Office of Financial Aid monitors academic progress on an annual basis for all students who receive aid. The Satisfactory Academic Progress (SAP) policy is located on the Office of Student Financial Aid website. Students who are not meeting Satisfactory Academic Progress will not be awarded work-study funds.

Policies and Procedures for Supervisors

Supervisors must complete the Work-Study Agreement. Student employees are responsible for submitting the Work-Study Agreement to the Work-Study Coordinator.

Before students can start working each year they must:

1. Have completed the work-study employment packet if they have not participated in the work-study program within the last 12 months. If the student has worked during the last 12 month, but there has been more than a 30 day break in employment then a new I-9 form must be completed.
2. Have accepted the work-study award and want to work.
3. Be enrolled in at least six credit hours for the semester they want to work.
4. Wait until the first day that students are allowed to work for the semester (if approved before the semester begins by the Financial Aid Director). Supervisors will be informed via email of the first date that students can start working each semester.
5. The supervisor must have received an approved copy of the Work-Study Agreement for the applicable semester that was signed by both the Campus Work-Study Coordinator and the Financial Aid Director.
6. The student must attend a mandatory work-study orientation. Students will receive orientation dates and times via email. Work-study orientation must be completed prior to a student starting work.
7. If the student is being hired by the supervisor for the first-time, the supervisor must receive a confirmation email from the Work-Study Coordinator prior to a student starting work. You may email the Work-Study Coordinator if the confirmation is not received within five business days. After receiving the confirmation that the student's employment was approved by the Work-Study Coordinator.

Students must stop working when any of the following situations occur:

1. Their enrollment drops below six credits during the semester they were approved to work.
2. They fail to meet the Satisfactory Academic Progress (SAP) requirements.
3. They have earned their full work-study award listed on their Award Letter.
4. They are notified by their supervisors or the Office of Financial Aid they must stop working.
5. Students must stop working on the last day of final exams of the semester they were approved to work. The only exception to this rule is for students who were approved for a Fall/Spring work-study awards; these students may continue working after the fall semester ends if they are registered for at least six credit hours for the following spring semester. Note that any unearned portion of a fall semester work-study award can be earned during the Spring Semester if the student remains eligible, but a student is not allowed to earn more than their fall semester work-study award during the Fall Semester. Any unearned portion of a fall/spring work-study award cannot be earned after the last

day of spring final exams. A new Work-Study Agreement must be completed and approved for the Summer Term in order for the student to participate in the summer work-study program. If the summer Work-Study Agreement is approved, then a summer work-study award will be posted on your JICS account and your supervisor will receive an approved copy of the summer Work-Study Agreement.

General Policies

1. Work-study students are not allowed to work more than 20 hours per week without permission for the Financial Aid Administrator.
2. Only during periods of non-enrollment and between semester breaks are students allowed to work 37 hours per week as identified by the Work-Study Coordinator.
3. New supervisors must submit a New Supervisor Form (105-45), supervisors, must email Work-Study Coordinator to receive timesheets and sign-in sheets.
4. All work must occur on Texas College's premises or at official sites designated in writing by the Office of Financial Aid.
5. Work hours cannot conflict with class time and students must sign-in and out for personal time to eat or study.
6. Students may not work from home or in any other instance where they cannot be supervised.
7. All work-study awards are contingent on the student's continued eligibility, funding, and approval by the Financial Aid Director.
8. Work-study orientation must be completed for all new hires and students transferring to from another department.
9. Students must submit their approved timesheets to the Campus Work-Study Coordinator in a sealed envelope by the 1st day of each month, if the first day of the month falls on a weekend/holiday timesheets are due the following business day.
10. If the supervisor approves the timesheet after the due date the student will not be paid until the next pay-date.
11. If the student stops working for any reason during the semester, the supervisor must immediately report this to the Campus Work-Study Coordinator so that financial aid records can be updated.
12. Students are only allowed one transfer per academic year.
13. Students must be on-time, and dressed appropriately for work.

Equal Opportunity Employer Disclosure

Texas College does not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regards.

Drug Free Environment

Texas College requires that a drug-free educational and work environment be maintained. The College prohibits the manufacture, sale, distribution, possession, use or misuse of any controlled substance, illegal drug or alcoholic beverage. The possession, sale or use of mood altering substances in the workplace, or coming to work under the influence of such substances is a violation of safe work practices and College policy and may be subject to disciplinary action, up to and including dismissal.

Work-Study Forms



Texas College

Work-Study Request Form

Please print clearly and complete all sections. Incomplete forms will be returned.

Supervisor Name: _____ Email Address: _____

Department: _____ Office Extension: _____

Work-study Job Title: _____

Number of Positions Available: *(Limited to three positions per department)*

Employment Period:

- Fall Term Spring Term Academic Year

Hours per week: *(Limited to 20 hours per week)*

Duties: *(Please provide detailed information about job duties)*

Required Qualifications: *(Please list in detail)*

Supervisors' Signature: _____

Date: _____

Texas College

Work-Study Agreement

Please print clearly and complete all sections. Incomplete forms will be returned.

Section A: To be completed by Work-Study Student:

Student Name: _____ Student ID#: _____ Aid Year: _____

Agreement is for: Fall & Spring Fall Only Spring Only Summer Only Work-Study Award: \$ _____

Student Email: _____ Student Phone Number #: _____

Have you participated in the Work-Study program at Texas College within the last 12 months? Yes No

If not, then a complete employment packet must be submitted with this form to the Campus Work-Study Coordinator along with documentation for the I-9 Employment Eligibility Form. Also, if there has been more than a 30 day break in your employment and you are being rehired then a new I-9 form must be completed.

Student's Signature: _____ Date: _____

Please see the attached forms for all policies, procedures, job listings forms and contact info for the Work-Study Coordinator.

Section B: To be completed by the Work-Study Supervisor

Supervisor Name: _____ ID#: _____

Name of Supervisor's Department: _____

Campus Email Address: _____

Supervisor Phone #: _____ Supervisor's Office Location: _____

Will this position require access to sensitive information? Yes No

Has the student worked in your office before? Yes No

Average # hours per Week: _____ = (total Work-Study Award Amount) ÷ (Number of Weeks Left in the Applicable Semester)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Scheduled Work Hours								

Supervisor's Signature: _____ Date: _____

Your signature indicates acknowledgement and acceptance of all Work-study Program policies including the policies listed in the addendum.

After Section A and B are completed, the student must return this form to the Campus Work-Study Coordinator.

Section C: To be completed by the Office of Financial Aid and Campus Work-Study Coordinator

Campus Work-Study Coordinator Name: _____

W-S Type: Federal Community Service Institutional State

Is this a transfer to a new department or supervisor Yes No (If, so attach the transfer form, or new supervisor form)

Campus Work-Study Coordinator's Signature: _____ Date: _____

Hourly Rate (determined by Campus Work-Study Coordinator and Director of Financial Aid) \$8.00

Campus Work-Study Coordinator's Signature: _____ Date: _____

Federal Work-Study Termination / Transfer Form

Student's Name: _____ Student ID #: _____

Department: _____ Position: _____

Supervisor's Name: _____ Phone Number: _____

Initiated By (check one): Student Supervisor Effective Date: ____/____/____

Type of Request (check one): Termination Transfer Last Day Working: ____/____/____

Students are only allowed one transfer per semester.

Reason for Termination or Transfer:

If Termination:

Was termination as a result to disciplinary action? Yes No

• If yes: Did termination as disciplinary action follow warnings? Yes No

○ If Yes:

▪ Date of 1st warning (Verbal Warning): ____/____/____

▪ Date of 2nd warning: ____/____/____

○ If No, please check applicable reason for **immediate** termination:

- Student is not fulfilling the requirements of the position
- There is no longer a demand for the Work-Study Position
- Theft of supplies /equipment
- Destruction of college property
- Violation of Confidentiality Agreement
- Falsification of timesheets
- Other (please explain): _____

Supervisor's Signature: _____ Date: ____/____/____

Student's Signature: _____ Date: ____/____/____

Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student’s records. As a student and employee of Texas College, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

1. You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student or other college records to your supervisor to ensure that you do not violate FERPA.
2. You should avoid acquiring student records or other information that you do not need to do your job, and you should never exchange information about students that you may have learned while performing your job. Even a minor disclosure of information (e.g., telling another student of someone’s class schedule) may be a violation, and would result in penalties, including the loss of your job. Keep any information obtained in the workplace at work and confidential.
3. By virtue of your employment with Texas College, you may have access to education records containing grades, attendance, and personally identifiable information about current and former students (and also other employees), the unauthorized disclosure of which is prohibited by the College’s policy on the confidentiality of student records contained in Section 34, as amended, of the Administrative Services Procedures Manual and by the Family Educational Rights and Privacy Act of 1974 (FERPA).

To be completed by the work-study student: *I have read and understand the College’s FERPA Policy Statement (Section 34 of the Administrative Services Procedures Manual). I understand that my disclosure of education records or other confidential information to any unauthorized person could subject the College and me to legal liability, and could result in loss of my job and disciplinary action.*

Student’s Name (Printed):

ID#

Student’s Signature:

Date

Texas College Work-Study Program

Please submit the following items when submitting your work-study packet:

- ✓ An official copy class schedule for each semester (if you schedule changes it is the student's responsibility to submit a revised class schedule)
- ✓ Copy of a Government Issued ID or Driver License (no exceptions)
- ✓ A copy of your social security card

Once you have submitted your completed work-study packet you and your supervisor will receive an email regarding your start and end date for your period of employment.

- ✓ Students are only allowed one transfer per year
- ✓ Student who are not working their schedule hours will be removed from the work-study program
- ✓ It is unlawful to falsify your timesheet, individuals falsifying timesheets will be suspended from the work-study program immediately

No student will be allowed to begin their work-study assignment until all required documents are submitted (no exceptions). If you begin work prior to submitting all required documents YOU WILL NOT BE PAID FOR THOSE HOURS!

Please sign below, stating that you and your supervisor understand the terms listed above.

Student Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

WORK-STUDY TIMESHEET

Name: _____ Department: _____

Student ID#: _____

It is the responsibility of the supervisor to submit timesheets to the Work-study Coordinator located in the Enrollment Center. Timesheets are due on the last day of each month. A late timesheet will not be paid until the following payment period. Federal regulations require that you log the beginning and the end of every work period and total your hours for the day.

_____ Month

Date	Time-In	Time-Out	Time-In	Time-Out	Time-In	Time-Out	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
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31							

Total Hours Worked for Time Period _____

Supervisor's Certification:

I have reviewed this timesheet. Worked was performed as indicated and was:

Satisfactory Unsatisfactory

I confirm I worked the hours indicated above. If you report false hours your work-study will be terminated immediately.

Supervisor's Signature: _____ Date: _____ Student's Signature: _____ Date: _____

TEXAS COLLEGE
Work Study

Employee Evaluation

Termination Notice

Department _____

Semester(s) _____

Supervisor: This form should be completed and returned to the Work-Study Coordinator at the end of the student's eligibility period or when student's employment terminates.

Student's Name _____

Student ID # _____

Please describe briefly the duties or the type of work performed by the student.

Please evaluate the student employee for each criterion shown below. If the characteristic does not apply, or if you do not have sufficient information, please write in "N" for evaluation.

5=Superior 4=Above Average 3=Average 2=Below Average 1=Poor N=No evaluation

___1. Dependability – trustworthy, punctual, reliable, fulfills responsibilities, good in attendance.

___2. Cooperation – works well with fellow workers, supervisor, and others, deeply conscious of responsibility to working group.

___3. Work Attitude – courteous, cheerful and interested; willing to work at difficult or disagreeable tasks; able to take instructions cheerfully.

___4. Initiative – performs assigned tasks without prompting and performs unassigned useful work.

___5. Leadership – influences and inspires others to do better work; organizes and directs work of others.

___6. Personal Appearance – neat, clean, suitably dressed.

___7. Judgment – uses self-control; makes sound decisions; uses common sense in performance of duties; is tactful in relations with others.

___8. Skills and Abilities – has knowledge and ability essential for work and good background in the field of work.

___9. Work Quality – work is accurate, thorough, and acceptable; uses material and time economically; takes care of materials; eager for improvement.

___10. Work Quantity – does a comparatively large amount of work on average quality; works under pressure as under normal conditions.

___11. Potential – has high degrees of potential for future improvement and development.

Comments: _____

Reason(s) for termination: (check all that apply)

Termination Date: _____

___ Eligibility period completed

___ Maximum earnings completed

___ Other (please specify) _____

___ Requested by Financial Aid Office

___ Lack of punctuality, poor attendance

___ Did not get along with other employee assigned

___ Did not adequately perform tasks

Has this evaluation been shown to and discussed with the College Work-Study Participant? ___ YES ___ NO
(It is the supervisor's option to share this evaluation with the CWS participant)

Supervisor's Signature _____ Date _____

Supervisor's Name _____ Phone/extension # _____



Texas College
FEDERAL WORK-STUDY OFF-CAMPUS JOB AGREEMENT

IMPORTANT: This Off-Campus Job Agreement, which details the responsibilities of Texas College, and the business/organization seeking to hire a Federal Work-Study (FWS) student, must be signed and returned to Texas College before the FWS student employee may begin work. **PLEASE READ THE ATTACHED AGREEMENT BEFORE COMPLETING THE FIELDS BELOW.**

Return this form by mail to:
Texas College
Office of Student Financial Aid
2404 North Grand Ave.
Tyler, Texas 75702
Phone: (903) 593-8311
Fax: (903) 593-9607

PART 1 – STUDENT INFORMATION			
Student Name (Please Print)	Student SSN	Student's Major	
Student Signature	Date	Student Phone	
PART 2 – EMPLOYER INFORMATION			
Agency/Business/Organization Name			
Mailing address (Street or PO Box number, city, state, ZIP code)			
Student's Position Title		Student Pay Rate (per hour)	
Indicate the type(s) of work the student employee will be doing (check all that apply):	<input type="checkbox"/> Community service activities (i.e. child care, social services, education, mentoring, counseling, etc.) <input type="checkbox"/> Children's reading tutor and/or Family Literacy activities <input type="checkbox"/> Children's mathematics tutor		
Hours Student Will Work Per Week	Fall Semester (August 19, 2015 – December 11, 2015):	Spring Semester (January 6, 2016 – May 6, 2016):	
Supervisor Name (Please Print)	Supervisor Phone	Supervisor E-Mail	
Supervisor Signature		Date	
PART 3 – INSTITUTION AUTHORIZATION & CERTIFICATION			
Financial Aid Director (Please Print)		FWS Allocation	Date Work Can Begin
Financial Aid Director Signature		Title	Date
Finance/Payroll Officer Signature		Date	



Texas College
FEDERAL WORK-STUDY OFF-CAMPUS JOB AGREEMENT

Federal Work-Study Off-Campus Job Agreement with Texas College

This Agreement is entered into between the Texas College, hereinafter known as the "Institution," and _____, hereinafter known as the "Organization," a public or private, nonprofit organization, for the purpose of providing community service jobs for students eligible for the Federal Work Study program (FWS).

All terms herein shall be interpreted in accordance with any definitions thereof contained in the federal statutes and regulations governing the Federal Work Study program as authorized under the Higher Education Amendments of 1965, including any subsequent amendments or revisions; and this Agreement, in its entirety, shall be construed so as to effectuate the purposes of that program.

Whereas, the Institution and the Organization desire that certain students engage in community service-related jobs under the Federal Work Study program,

Whereas, the Organization is in a position to utilize the services of such students,

Now therefore, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

A. ORGANIZATION RESPONSIBILITIES

The Organization agrees to:

1. Utilize the services of students of the Institution who are eligible to participate in the Federal Work Study program, who are qualified for the work, and who are acceptable to the Organization. A detailed job description and a statement of the rate of pay for each position must be set forth on an approved Community Service Job Description form. Any subsequent changes must be reported to the Institution and must be agreed upon by the Institution before they become effective;
2. Comply with all appropriate federal, state and local laws. The Organization agrees that no student will be denied work or be subjected to different treatment on the grounds of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Educational Amendments of 1972 (Pub. L. 92-318) and the Regulations of the US Department of Education which implement these acts. The Organization will not accept voluntary services from students hired under the Federal Work Study program and will pay the hired students for all hours worked, even if those wages are not eligible for reimbursement under this program, in accordance with the Fair Labor Standards Act, as amended;
3. Employ students to perform work which:
 - a. Is community service. Community service includes performing jobs that are designed to improve the quality of life, especially for low income residents, and for persons with disabilities. Such jobs include, but are not limited to: health care, child care, literacy training, education, welfare, social services, service opportunities or youth corps, transportation, housing, safety, crime prevention and control, mentoring, tutoring, counseling, recreation, support services for students with disabilities;



Texas College
FEDERAL WORK-STUDY OFF-CAMPUS JOB AGREEMENT

- b. Will not result in the displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
 - c. Will not involve the construction, operation, or maintenance of any facility that is used or is to be used for sectarian instruction or as a place of religious worship;
 - d. Will not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office. Nor will the work be for an elected official who is responsible for the regular administration of Federal, State, or local government. Nor will the work be as a political aide for an elected official, or involve lobbying on the Federal, State or local level. Nor will the student's political support or party affiliation be taken into account in hiring him or her;
 - e. Will, where possible, be related to each individual student's education objectives and background.
4. Be the employer of record and accept all normal and legal employer responsibilities including liability for job-related injuries and for requesting, performing and covering the costs of any personal criminal background checks required under the State Child Adult Abuse Law or State Department of Health rules. The Organization will control and direct the services of the students hired. It agrees to provide employee orientation which includes information about hours of work, place of work, working conditions, briefing on safety and standards of conduct, and familiarity with Organization procedures; for providing explanation of duties, performance requirements in terms of quality, quantity, methods, and priorities, and the necessary basic corrective and progressive training; and for providing on-site supervision of the employment activities of the students.
 5. Submit all required documents for this program in a timely manner, including Job Descriptions, notices of changes to job descriptions, payroll information, and job referral notices.
 6. Regulate the number of hours worked each week, maintain a daily record of attendance and hours worked by each student in clock hour sequence, approve and submit time cards to the Institution, and permit inspection of these records by representatives of the Institution or the US Department of Education, as requested;
 - a. Students in the Federal Work-Study program may not work over 20 hours in a given week while classes are in session; during periods when classes are not in session (breaks), the student may work up to 37 hours per week.
 7. Notify the Institution's Work-Study Coordinator of any change affecting the student's employment;
 8. Permit representatives of the Institution to perform on-site visitations from time to time in order to become familiar with the off-campus project and ensure that proper procedures are followed.
 9. Submit approved and completed time cards to the Institution on the appropriate form, by the last day of each month in which the student had earnings;
 10. Waive and forfeit all claims for reimbursement of compensation earned by student but not reported or submitted to the Institution as required by the terms of this Agreement; and
 11. Make available upon request by the Institution's personnel and/or personnel of the US



Texas College
FEDERAL WORK-STUDY OFF-CAMPUS JOB AGREEMENT

Department of Education, its payroll records for students paid under this Agreement.

B. THE INSTITUTION AGREES TO:

1. Determine student eligibility for employment under the Federal Work Study (FWS) program in accordance with the regulations established by the US Department of Education;
2. Refer for employment only students eligible for this program who have been offered the opportunity for employment under the Work Study program;
3. Complete and retain all hiring authorization paperwork;
4. Compensate student for hours worked as recorded on submitted time sheets from the Organization at the established pay rate on this agreement; the pay period will be at monthly intervals. The pay day for the pay period occurring on the 1st of following month. If the 1st falls on a weekend day, the student shall be paid upon the nearest business day;
5. Not permit the garnishment or attachment of earnings under the Federal Work Study Program to satisfy any debt owed by the student, other than a debt arising under Title IV of the Education Amendments of 1965 owed to the Secretary of the U.S. Department of Education. See 20 U.S.C. sec 1095 a (d); and
6. Notify the Organization of any student employee who may become ineligible.

C. ALL PARTIES AGREE:

1. The total payroll shall consist of the hourly rate of compensation paid to a student. The number of hours worked shall not exceed 20 hours per week; the Institution may specify that a student work fewer hours per week;
2. This Agreement shall be subject to the availability of funds granted to the Institution for this program. It shall also be subject to the provisions of legislation and regulations pertaining to the Federal Work Study program adopted subsequently;
3. This Agreement may be amended upon mutual written consent of the Organization and the Institution;
4. This Agreement may be terminated by mutual consent or upon 30 days written notice by either party to the other;
5. This Agreement terminates if no student placements under this Agreement occur for a period of one year (July 1 to June 30);
6. If not terminated, this Agreement will remain in effect until superseded by another Agreement, or until changes in legislation or regulations governing the Federal Work Study program render this Agreement invalid;
7. This Agreement pertains solely to student indicated on the first page; a new agreement must be completed for each student employed by the Organization.

Work- Study Policies
(This is an addendum to the Work-Study Agreement)

Before students can start working each semester they must:

1. Have completed the work-study employment packet if they have not participated in the work-study program within the last 12 months. If the student has worked during the last 12 month, but there has been more than a 30 day break in employment then a new I-9 form must be completed.
2. Have accepted the work-study award posted to their student account for the semester(s) they want to work.
3. Be enrolled in at least six credit hours for the semester they want to work.
4. Supervisors will be informed of the first date that students can start working each semester via email.
5. Wait until the first day that students are allowed to work for the semester (if approved before the semester begins by the Director of Financial Aid). Supervisors will be informed via email of the first date that students can start working each semester.
6. The supervisor must have received an approved copy of the Work-Study Agreement for the applicable semester that was signed by both the Campus Work-Study Coordinator and the Director of Financial Aid
7. The student must attend a mandatory work-study orientation. Students will receive orientation dates and time via email. Work-study orientation must be completed prior to a student starting work.
8. If the student is being hired by the supervisor for the first-time, the supervisor must receive a confirmation email from the Campus Work-Study Coordinator prior to a student starting work. You may email financialaid@texascollege.edu if the confirmation is not received within five business days after receiving the conformation that the student's employment was approved by the Campus Work-Study Coordinator.

Students must stop working when any of the following situations occur:

- Their enrollment drops below six credits during the semester they were approved work.
- They fail to meet the Satisfactory Academic Progress (SAP) requirements.
- They have earned their full work-study award listed on their student account.
- They are notified by their supervisors or the Office of Financial they must stop working.
- Students must stop working on the last day of final exams of the semester they were approved to work. The only exception to this rule is for students who were approved for a Fall/Spring work-study awards; these students may continue working after the fall semester ends if they are registered for at least six credit hours for the following spring semester. Note that any unearned portion of a fall semester work-study award can be earned during the Spring Semester if the student remains eligible, but a student is not allowed to earn more than their fall semester work-study award during the Fall Semester. Any unearned portion of a fall/spring work-study award cannot be earned after the last day of spring final exams. A new Work-Study Agreement must be completed and approved for the Summer Term in order for the student to participate in the summer work-study program. If the summer Work-Study Agreement is approved, then a summer work-study award will be posted on your JICS account and your supervisor will receive an approved copy of the summer Work-Study Agreement.

General Policies:

- Work-study students are not allowed to work more than 20 hours per week.
- New supervisors must submit a New Supervisor Form (105-45), supervisors, must email financialaid@texascollege.edu to receive timesheets and sign-in sheets.
- All work must occur on Texas College's premises or at official sites designated in writing by the Office of Financial Aid.
- Work hours cannot conflict with class time and students must sign-in and out for personal time to eat or study.
- Students may not work from home or in any other instance where they cannot be supervised.

- All work-study awards are contingent on the student's continued eligibility, funding, and approval by the Financial Aid Director.
- Work-study orientation must be completed for all new hires and students transferring to from another department.
- Students must submit their approved timesheets to the Campus Work-Study Coordinator in a sealed envelope by the 1st day of each month, if the first day of the month falls on a weekend/holiday timesheets are due the following business day.
- If the supervisor approves the timesheet after the due date the student will not be paid until the next pay-date.
- If the student stops working for any reason during the semester, the supervisor must immediately report this to the Campus Work-Study Coordinator so that financial aid records can be updated.
- Students are only allowed one transfer per academic year.
- Students must be on-time, and dressed appropriately for work.

More information and additional general policies are listed in the Work-Study Handbook. A copy may be requested by visiting the Office of Financial Aid.

If you have questions or concerns regarding the Work-Study Program please contact the Campus Work-Study Coordinator.