COLLEGE WORK-STUDY HANDBOOK
POLICIES AND PROCEDURES
The College Work-Study (CWS) Program is designed to provide assistance to departments and not to replace existing full-time positions.
To Obtain a Work Study Student:

- You must complete a Departmental Job Description Form and
- Departmental Job Order Form
- To obtain these forms go to the Student Job Services webpage
- Electronically sign the forms and email to Ashley Anderson at aanderson@pensacolastate.edu
Click on the SIGNATURE box on your form and the SIGN DOCUMENT box will appear.

Click the SIGN box to insert your electronic signature.
The student must complete the FAFSA each academic year to be considered for CWS.
The student must complete a CWS Application which is online under Student Job Services (SJS).
Student Job Services (SJS) is responsible for the hiring/placement process.
Prior to student placement, SJS will conduct a Work-Study Orientation with the student.
Requesting Department may ask for a particular student provided the student meets the CWS eligibility criteria.

Many students selected will have little or no work experience and should not be expected to have the same skill level as full-time College employees.

Ultimate authority rest with SJS Office for determining eligibility/placement of CWS students.
CRIMINAL BACKGROUND CHECKS

- Pensacola State College requires a criminal background check for all employees and volunteers
- If negative results are reported, a determination for hire will be made; if student is placed the Department Head will be notified
- Results of criminal background checks will be kept on file in the Human Resource Office
All (new and returning) CWS are required to attend a Work-Study Orientation before their first day of work.

The orientation provides the student with a handbook outlining policies/procedures or the Work-Study program.

The Work-Study Orientation is conducted by the SJS Representative who will give the student information about their hours, enrollment requirements, job duties and responsibilities.
The Work Assignment Sheet (WAS) is a computer generated document used to assign the CWS student to the hiring department.

- The WAS allows the student to be set up for payroll purposes.
- The WAS identifies the assigned department, total number of hours per term, total number of hours the student is allowed to work per week, and the rate of pay.
- As long as the student is eligible for CWS, said student will remain assigned to the hiring department.
- SJS will process the WAS for renewal students from one term to the next.
Establish a clearly defined work schedule agreeable to the department and students class schedule

The CWS student cannot work during scheduled class time

Provide student with a job description and inform student of their duties/responsibilities

Keep track of student’s hours worked on daily/weekly basis

Submit time sheet by the published deadline

If necessary, conduct conferences with student to discuss job performance

Make written documentation of conferences outlining areas of deficiencies and mutual expectations.

Submit Resignation notification promptly to SJS Office
PAYROLL/TIME SHEETS

- Time Sheets for CWS students found on the internet under the SJS webpage
- The student may not work more than the assigned number of hours (minimum of 10/maximum of 20)
- Supervisor/Department head must certify time sheets by appropriate deadline:
  - Fall/Spring Term: by 9am on Thursday after end of pay period
  - Summer Term: by 9am on Tuesday before the end of pay period
DISCIPLINARY PROCEDURES

- Can be an oral or a written reprimand depending on the degree or seriousness of the deficiency/problem.
- Action shall be taken only after there has been a thorough review of the situation.
- If the CWS student is unwilling/unable to perform the job satisfactorily, the supervisor will conduct a conference with the student to determine whether the situation can be resolved.
RESIGNATION/TERMINATION

- After a conference if the student continues to perform the job unsatisfactorily, the supervisor may be justified in terminating the student from the CWS assignment in the department.
- If it is determined that the student should be terminated a Resignation/Termination Form must be completed and submitted to SJS Office.
- Absence of three (3) consecutive days without authorization shall constitute termination of employment.