

COLLEGE WORK-STUDY HANDBOOK POLICIES AND PROCEDURES



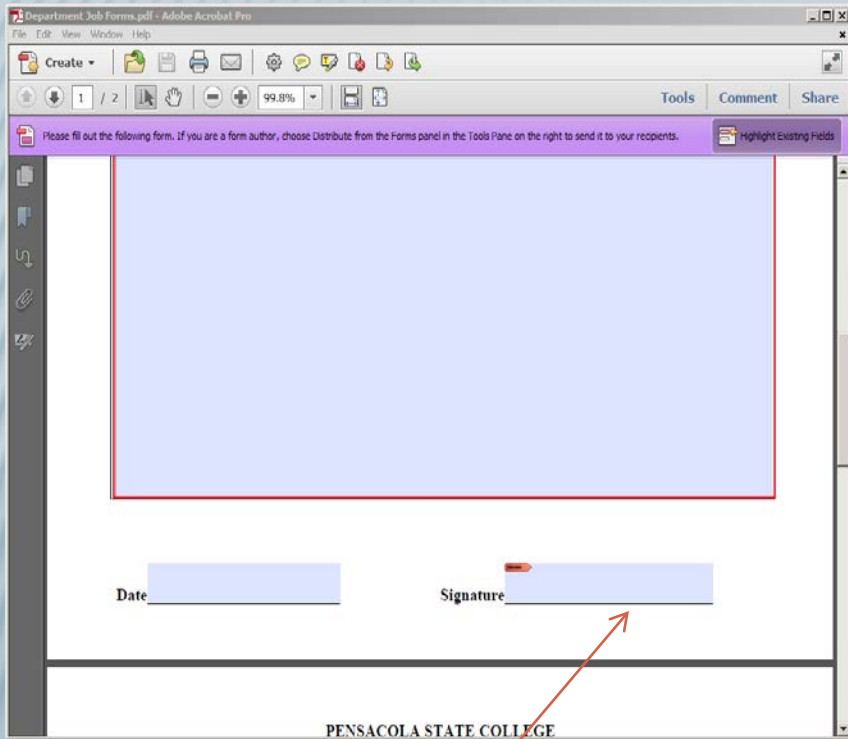
PURPOSE

- ✘ The College Work-Study (CWS) Program is designed to provide assistance to departments and not to replace existing full-time positions.

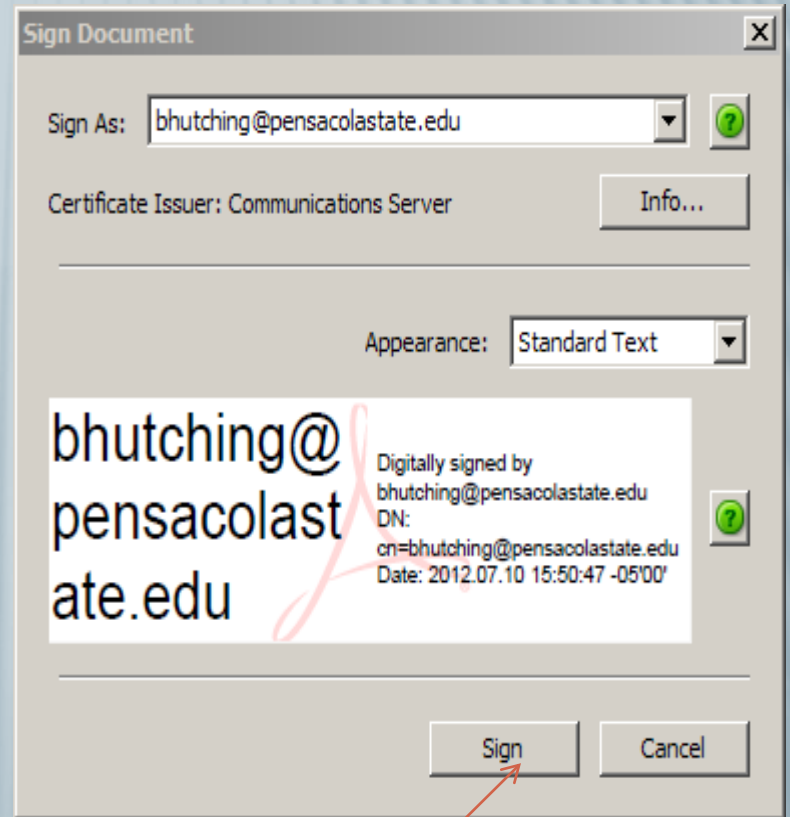
TO OBTAIN A WORK STUDY STUDENT:

- ✘ 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

ELECTRONIC SIGNATURE



Click on the SIGNATURE box on your form and the SIGN DOCUMENT box will appear



Click the SIGN box to insert your electronic signature

SELECTION PROCESS

- ✘ 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

SELECTION PROCESS (CONT...)

- ✘ 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

WORK-STUDY ORIENTATION

- ✘ 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

WORK ASSIGNMENT SHEET (WAS)

- ✘ The Work Assignment Sheet 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 purpose
- ✘ The WAS identifies the assigned department, total number of hours per term, total number of hours student is allowed to work per week and 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

IT IS THE SUPERVISORS RESPONSIBILITY TO:

- ✘ 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 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