

**WILLIAM PENN UNIVERSITY (WPU)
FEDERAL WORK-STUDY PROGRAM (FWS)
SUPERVISOR AND STUDENT EMPLOYEE HANDBOOK**

WPU FWS OFFICE – FINANCIAL AID

201 Trueblood Avenue, PAC 204

Oskaloosa, IA 52577

FWS COORDINATOR – Jenn Jennings

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This handbook is designed to aid students and supervisors about the FWS Program administered by the Financial Aid Office.

EQUAL OPPORTUNITY _____

William Penn University does not discriminate based on race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries regarding non-discrimination policies may be directed to Angie Gambell, Executive Director to the President and Director of Human Recourses, William Penn University, 201 Trueblood Avenue, Oskaloosa, Iowa 52577, Tel. (641) 673-1076, e-mail: angella.foster@wmpenn.edu.

DEFINITION _____

FWS is a federally-funded program that was established by Congress under the Economic Opportunity Act of 1964; and since 1968, it has been under the authority of the Higher Education Act of 1965 and the Educational Amendments of 1972 and 1976. The purpose of the FWS Program is to expand part-time employment opportunities for students who need earnings from such employment to pursue a course of study at an institution of higher learning.

The FWS Program (FWS) at William Penn University (WPU) is designed to meet the needs of both the students and the institution by providing part-time employment in various departments and areas on campus and off campus.

Money earned in the FWS program is given to the student in the form of a paycheck and is designed to help the student pay for other educational expenses; it is not applied to tuition, fees, or bookstore charges. To receive FWS money, students must work at an hourly wage position. The FWS program offers no sick leave, compensatory time, vacation pay, holiday pay, or overtime pay.

COMMUNITY SERVICE

WPU is required to utilize at least 7% of its FWS funding in community service positions with at least one FWS student employed as a reading tutor for children of elementary and/or junior high age with a family literacy program. Community service jobs allow FWS eligible students to engage in the Oskaloosa community. Community service programs may be located on or off campus. Community services are defined as services designed to improve the quality of life for community residents and available to the public.

QUALIFYING CRITERIA AND APPLICATION PROCEDURES

Students interested in the FWS program must apply each year by completing a Free Application for Federal Student Aid (FAFSA). The resulting federal need analysis aids in determining eligibility for work study. **NOTE: Students cannot complete the FAFSA earlier than October 1st and are encouraged to apply no later than March 1st each year for the upcoming school year. The school year begins the first day of the fall term and usually ends the last day of the spring term.**

Students are given financial aid on an individual basis. The financial aid provided to the student is the maximum amount that may be earned by the student during the specified school year period. Financial Aid Offers are subject to revision and may increase or decrease because of changes to the student's situation, and/or availability of funding.

POSTING JOBS

The FWS Coordinator will reach out to supervisors via email or phone in August to request job descriptions for their desired jobs. A link will be provided for supervisors to upload their job descriptions. The FWS Coordinator will review job descriptions to ensure all regulations for the program are being upheld. The FWS Coordinator is also responsible for updating all FWS Contracts with off-campus employers annually in August.

The number of students a department may hire is determined from the Departmental Budget Request that was submitted and approved the previous spring.

HIRING PROCESS

Students who are interested in applying for FWS positions should log onto their WPU Student Portal and check under Financial Aid to see if they have FWS as part of their Financial Aid Offer. If they do, they should log onto <http://www.wmpenn.edu> and search for the Federal Work-Study Program under the Admission and Aid tab. The job postings will be loaded on this page starting the first day of class unless the job has been approved for an early start date. Students will reach out to the corresponding supervisor to set up an interview.

The supervisor should inform the student of job responsibilities and discuss specific skills required. The supervisor should also discuss work hours and the student's class schedule. Students may not work during scheduled class times. A student may not begin work until the hiring process has been completed and the student's eligibility for FWS has been confirmed.

Supervisors have the primary responsibility of supervising any student employee who is assigned to their department. They also ensure that the student is following all procedures outlined in this handbook. WPU does not prescreen or perform background checks on any of the student workers.

DOCUMENTS NECESSARY TO BEGIN WORKING/RECEIVING PAY_____

If hired, the student will need three important documents to ensure their participation in FWS. They are as follows:

- Work Authorization Form - provided by the supervisor of the job or the Financial Aid Office
- I-9 and W4 Form - provided by the supervisor of the job or the Financial Aid Office
- Two forms of ID - provided by the student to Payroll, Penn Hall, Room 224

The student will need to complete a Work Study Authorization Form, along with a current 1-9 and W4. The supervisors should have these documents. The supervisor and student will complete the Work Authorization Form and take the form to the Financial Aid Office for approval and final signature. The original will be maintained in the student's financial aid file with a copy of the job description.

The student will be given two copies, one for their records and one to take to Payroll, along with their I-9 and W4 forms, to receive their timecards. A copy will be sent to the hiring supervisor by Financial Aid.

HOURS WORKED_____

Each student employee should be assigned a set schedule by their supervisor. At the first meeting between the supervisor and the student, the supervisor should have the student print off their class schedule from their student portal. Using this schedule, the supervisor will schedule work hours for the student at times that are available and that meet the work needs of the department. The student is required to update the supervisor if something changes. It is WPU policy that students may not work more than ten hours per week. Under no circumstances may a work-study student work during times they are scheduled to be in class.

JOB TRAINING_____

Training is a vital part of preparing the student employee for the job. Training provides an opportunity to welcome the student employee and should include an overview of the area and the department, departmental responsibilities, and how the student employee fits into the "big picture." The supervisors are responsible for ensuring the student employees are introduced to co-workers and have a clear understanding of their duties and responsibilities.

BREAKDOWN OF HOURS PER WEEK_____

This is an example for a work study student that is given the full FWS for the year (\$1,250 per semester or \$2,500 for the year). The hours listed are a close approximation based on 15 academic work weeks per semester. It is WPU's policy for federal work-study student

employees to NOT exceed ten hours per week. Students can not earn more than the amount listed on the Financial Aid Offer.

<u>AWARD DOLLAR</u>	<u>AVG PAY PER HOUR</u>	<u># OF HOURS PER WEEK</u>
\$1,500	\$10.00	Approximate 9.4

It is the supervisor's responsibility to monitor the hours worked by the employees. Hours must be monitored for the following reasons:

1. To ensure that the student is working the hours throughout the semester to meet the needs of the department.
2. To ensure that the hours a student has worked in the department match the number of hours indicated on the timecard.
3. To ensure that a student does not work more than the amount provided on the Financial Aid Offer to the student.

Though the student is also responsible for monitoring hours, an accurate accounting of hours should be made available by the supervisor. If the supervisor has any questions about the total number of hours a student has worked, they should contact Crystal Curry, Payroll Officer, at phone number (641) 673-1035.

RATE OF PAY

The rate of pay is established through the Business Office and may vary from job to job. No job will pay less per hour than the state of Iowa minimum. Current pay is \$10/hour for all departments without prior approval from Payroll.

TIMECARDS

A new timecard should be picked up in the Business Office by each supervisor every Thursday. On-campus students must indicate hours worked by using a time clock unless other pre-approved arrangements have been made between the supervisor and Payroll. A completed timecard for an on-campus FWS student employee should have all the following elements:

- Total Time Worked - A total of the time recorded on each card should be written and circled at the bottom of the timecard by the supervisor. If student employees use more than one timecard per week, each card should have the total time recorded and circled at the bottom of the card. Timecards need to include the student name and department name.
- Student and Supervisor Signatures – Students must sign the timecard prior to giving it to the supervisors. The supervisors must sign each card once the time has been checked and tabulated. These signatures verify that the time on the card accurately represents work completed by the student. The supervisors deliver the card to Payroll on Monday at noon.

The amount of federal work-study funding available to the student is the maximum amount that the student may earn during any given semester. The allowed amount of work study funding is subject to revision, increase or decrease because of changes to the student's situation and/or availability of funding.

PAYROLL

The FWS program provides for payment on an hourly rate basis only. Hourly wage is no less than Iowa minimum wage. The Business Office determines the rate of pay per position.

ON-CAMPUS positions submit hours worked by use of the timecard system and expect all students and supervisors to use this method of calculation. If another method is desired, supervisors must make a request to Payroll. All methods will require a student signature, as well as a supervisor signature. The Business Office must have a current W4, I-9, and two forms of ID on file to issue paychecks.

OFF-CAMPUS positions submit hours worked at the end of each week via email from the supervisors to WPU Payroll Officer, Crystal Curry, at email curryc@wmpenn.edu. If needed, Crystal can be reached at (641) 673-1035. Off-campus locations must also submit the original time sheets containing the supervisor's and the student's signatures.

The Business Office issues paychecks bi-weekly. The pay schedule is posted on Payroll's door in Penn Hall, Room 204, and is attached for your convenience

PAYROLL SCHEDULE

2023-24 to follow

CALCULATING HOURS

Use the Equivalent time chart to convert minutes to hundredths.

Minutes	Tenths	Hundredths		Minutes	Tenths	Hundredths
01	.0	.02		31	.5	.52
02	.0	.04		32	.5	.54
03	.0	.05		33	.5	.55
04	.0	.06		34	.5	.56
05	.0	.08		35	.5	.58
06	.1	.10		36	.6	.60
07	.1	.12		37	.6	.62
08	.1	.14		38	.6	.64
09	.1	.15		39	.6	.65
10	.1	.16		40	.6	.66
11	.1	.18		41	.6	.68
12	.2	.20		42	.7	.70
13	.2	.22		43	.7	.72
14	.2	.24		44	.7	.74
15	.2	.25		45	.7	.75
16	.2	.26		46	.7	.76
17	.2	.28		47	.7	.78
18	.3	.30		48	.8	.80
19	.3	.32		49	.8	.82

20	.3	.34		50	.8	.84
21	.3	.35		51	.8	.85
22	.3	.36		52	.8	.86
23	.3	.38		53	.8	.88
24	.4	.40		54	.9	.90
25	.4	.42		55	.9	.92
26	.4	.44		56	.9	.94
27	.4	.45		57	.9	.95
28	.4	.46		58	.9	.96
29	.4	.48		59	.9	.98
30	.5	.50		60	1	1.00

CONVERSION CHART

ACADEMIC PROGRESS

Students must maintain satisfactory academic progress (SAP) as outlined on the WPU website to continue receiving FWS and any other types of aid.

ABSENTEE AND LATE POLICY

Students are required to report promptly and regularly for work as scheduled. Students are required to know their start times. If a student is unable to report on time as scheduled, the supervisor must be notified in advance of the reporting time so that necessary arrangements can be made. Any absences or tardiness will not only jeopardize the student's earnings but may be a consideration for future employment with the WPU. Unexcused absences during a semester will result in automatic dismissal by the supervisor.

DISCIPLINARY POLICIES AND PROCEDURES

An employee may be reprimanded for violations of departmental and/or college policies and procedures. WPU is committed to the constructive resolution of problems. It is our expectation that communication is likely to resolve most misunderstandings. However, in the event the problem persists, the following process will be implemented:

- Step One: An informal discussion of the problem and the changes required will be held between the student and the supervisor.
- Step Two: If the problem persists, the supervisor needs to communicate the problem again and document it in writing.
- Step Three: The supervisor has the option on terminating the student's assignment in the department.

Documentation of the written warnings and notice of termination will become part of the student's permanent file. Upon termination, the student will continue to be held responsible for all remaining financial obligations to WPU. Once a student has been terminated from the FWS Program, there is no obligation to rehire the student.

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GRIEVANCE PROCEDURES

If the student has a work-related issue while performing FWS they should:

- Step One: The student should discuss it with the supervisor.
- Step Two: If the issue persists, the student and/or supervisor should discuss it with the FWS Coordinator. The FWS Coordinator will investigate by conducting interviews with parties involved and referencing WPU policy to determine the best course of action. The WPU FWS Coordinator will then advise the student and/or supervisor of the plan.
- Step Three: If the plan does not take care of the grievance, the student should report this to the WPU FWS Coordinator so the plan can be reviewed and corrections can be made as needed.

TERMINATIONS OF EMPLOYMENT

A student employee may be dismissed for violations of department and/or college policies and procedures. Upon termination, the student employee will continue to be held responsible for all remaining financial obligations to WPU and there is no obligation of the university to rehire the student.

CAUSES FOR IMMEDIATE TERMINATION

1. Dishonesty
2. Theft
3. Violation of a Confidentiality Contract
4. Misrepresentation of hours worked on timecards
5. Fraudulent timecard procedures
6. Flagrant disregard for policy and procedure
7. Completion of financial aid year
8. Failure to successfully complete the FAFSA, including verification

APPEALING TERMINATION

Any student wishing to appeal termination must submit a formal typed (or legibly handwritten) appeal to the FWS Coordinator within ten class days from the date of termination. If an appeal is not submitted within ten class days, the student loses the right to appeal.

1. Step One: The student submits a formal typed (or legibly handwritten) appeal to the FWS Coordinator within ten class days of termination.
2. Step Two: The FWS Coordinator reviews the appeal within five days of the submission.
3. Step Three: The FWS Coordinator will schedule a meeting where the student and supervisor will be given an opportunity to present information concerning the case. Though a student is not required to present a formal verbal appeal, the student and the supervisor are expected to be present to answer any questions regarding the student's termination.

4. Step Four: The FWS Coordinator will present results as to upholding or overturning the termination. The decision will be based on the information from the student's work record, formal written appeal, and verbal testimony presented in the meeting.
5. Step Five: The FWS Coordinator will follow-up with a letter outlining the final decision. Copies of the letter will be sent to the student and the supervisor, and it will be placed in the student's permanent employment file. The FWS Coordinator's decision is binding.

GENERAL GUIDELINES FOR SUPERVISORS

- Develop accurate job descriptions for the position and review them with the student employee upon hiring them.
- Conduct interviews with each student in a similar manner for comparison to choose the right student employee for the job.
- Agree upon work hours with the student by reviewing their class schedules prior to the student starting the job.
- Provide thorough training to the student employee within the first week of employment.
- Inform students employees of changes in procedures, scheduling, or working conditions as soon as these changes arise.
- Correct unsatisfactory behavior as soon as you are aware of it and explain to the student employee what they did incorrectly and how they should correct it.

GENERAL GUIDELINES FOR STUDENTS

- Students should fulfill an assignment for the entire academic year. Failure to complete the number of hours given to the student will affect earnings that were anticipated. WPU is not obligated to provide an alternate type of assistance or financial aid.
- Students cannot work during regularly scheduled class times. They also cannot work after they have completed their total dollars for the semester.
- Students cannot record time when traveling to or from an athletic event.
- Students need to submit a schedule to their supervisor one week prior to finals week or vacations so the necessary schedule arrangements can be made.
- Students need to notify the supervisor and FWS Coordinator if they wish to resign or decline work study financial aid. This should be done at least one week prior to resigning their current position.
- Students wishing to be reassigned need to secure a position with a new supervisor and complete a new Work Authorization Form with the supervisor for the new position. This new Work Authorization Form needs to be processed with Financial Aid. The FWS Coordinator will evaluate the new request based on the student work history, departmental budgets, overall student placement, and departmental needs. A student cannot begin work until receiving the approval of the Coordinator of Student Employment.
- FWS employees are not allowed to bring their children to their place of employment while working.