

FEDERAL WORK STUDY
STUDENT EMPLOYMENT MANUAL

Student Employee Copy

MASSASOIT COMMUNITY COLLEGE
2023-2024

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WHAT IS WORK-STUDY STUDENT EMPLOYMENT?

Federal College Work-Study (FWS) is a federally funded program that provides employment opportunities to students who have demonstrated financial need. The program offers valuable employment experience plus a chance to offset educational expenses through part-time earnings. Federal regulations stipulate that a student may be employed at the college or at an approved non-profit, off-campus agency.

Earning your income through the Federal College Work Study Program offers an important benefit when applying for financial aid. Your FWS earnings, like any income, are taxable. Unlike other forms of income, however, your FWS income does not count against you on the FAFSA. Any income reported as FWS earnings are deducted from your income in the FAFSA formula. Details on filing deadlines and procedures can be obtained at the Financial Aid Office or at <https://massasoit.edu/enrollment/paying-for-college/financial-aid/application-procedures/>.

WHAT KINDS OF JOBS ARE AVAILABLE?

Students may secure employment on or off campus. Examples of FWS jobs at Massasoit include office clerk, library assistant, tutor, media assistant, or community service provider at an off-campus community-based organization or elementary or middle school. Most supervisors can accommodate a flexible work schedule which allows to work around your class schedule.

AM I OBLIGATED TO ACCEPT A PLACEMENT?

No-If you hear of another on-campus opening you are interested in, feel free to pursue it. You should realize each department has a limited number of positions and the particular department you are interested in may already have their position(s) filled.

HOW MANY HOURS MAY I WORK?

The number of hours you are eligible to work each week along with your rate of pay and the maximum amount you may earn for the semester will be specified in your contract. The hourly wage for on-campus student employees is \$17.00 an hour and the hourly rate for off-campus work-study students is \$20.00 an hour. Generally, students are allowed to work up to 20 hours per week.

FWS employees may not work during a scheduled class time. Even if the class is cancelled, or if the class is let out early, you may not work during the scheduled class. This includes changes in schedule due to final exams.

HOW DO I GET PAID?

Student employees are paid every two weeks. Your supervisor will provide you with a timesheet to complete each week.

Timesheets:

A timesheet template will be emailed to your supervisor at the beginning of each new contract period. You will record your 'time in' and 'time out' on the timesheet. If an error is made, simply draw a line through the error, record the correction information, and you, the supervisor initials the correction.

Completed timesheets must have both you and your supervisor's signatures. Your supervisor is the only person who should sign your timesheet unless there is an alternate signature person. Under NO circumstances may you sign your supervisor's name. Forging a supervisor's signature is a federal offense and will be reported to the Department of Education. Remember, you will not be paid unless the proper signature appears on the timesheet.

Submit Timesheets:

Timesheets are to be submitted to the Financial Aid Office each Fridays, before 9:00 a.m.

To prevent a delay in having your timesheet processed it is recommended that you sign your timesheet at the beginning of each week.

Breaks/Lunches:

Employees working more than six (6) continuous hours in a day are required by State law to take a 30-minute meal period. The federal work-study grant does not pay for lunch periods or overtime hours worked. You are not paid for sick time, breaks, lunch hours, vacation, jury duty or any other time you are not actually working. NOTE: Make sure the lunch breaks are clearly indicated on the timesheet.

DO I HAVE TO TAKE SUMMER CLASSES TO BE ELIGIBLE FOR SUMMER FWS EMPLOYMENT?

No, if you attended in the spring semester and intend to return to Massasoit Community College the following fall semester you may be eligible for summer employment. Please talk with the Financial Aid Office FWS staff to determine if you are eligible to work during the summer and if there is a job available for you.

AS A PARTICIPANT IN THE FWS PROGRAM WHAT ARE MY RESPONSIBILITIES?

Before you start your job, you should arrange a schedule with your supervisor that is mutually agreeable. Once the schedule is agreed upon you are expected to stick to it.

Federal College Work Study Students may not work during a scheduled class time.

If you are unable to report for work it is your responsibility to inform your supervisor. Repeated unreported absences are the basis for immediate termination.

Department transfers are discouraged. If you are unhappy with your placement and wish to transfer, it is up to you to contact the Financial Aid Administrative Assistant, who handles the FWS program, to discuss the problem. No transfer will be approved without good cause.

You are expected to carefully monitor your earnings so as not to exceed your award. Any earnings that exceed your financial need, as established by the Financial Aid Office, may reduce amount of your other aid, including grants.

If you find it necessary to resign your position because of outside circumstances (financial problems, family matters, illness, etc.), you should give your supervisor at least two weeks' notice.

You must show your Massasoit I.D. card when picking up your check. You are expected to pick up your own check. Someone else cannot to pick it up for you.

You are not expected to do personal errands for your supervisor. If you have a question about what is considered "personal" and what is job related, contact the Financial Aid Office.

You should not be driving a transportation vehicle as part of your student employment.

If you have any questions, concerns or complaints please contact the Financial Aid Office right away.

Answering Calls for Your Department

- Confidentiality: Always maintain a high level of confidentiality. A breach of confidentiality will result in termination.
- Attendance. You are responsible for notifying your supervisor or designee, when you are unable to work. It is your responsibility to communicate with your supervisor.
- Punctuality. Being on time matters! Remember that you are part of an office team and your absence or tardiness impacts the other office members.
- Attitude: Be polite and respectful while working. It matters,
- Behavior: Remember that Massasoit is a public place and visitors and students can often hear our conversations. Be aware of your topics when conversing with others. Please act appropriately and professionally.
- Attire: Dress conservatively and neatly. Avoid: clothing with words, terms, or pictures that may be offensive to others.
- Answer phones promptly.
- When transferring a call, be sure to explain to the caller that you are doing so and where you are transferring them.
- Remember that you may be the first and only contact a person may have with your department, and that first impression will stay with the caller long after the call is completed.
- If the caller has reached the wrong department, be courteous. Sometimes they have been transferred all over campus with a simple question. If possible, attempt to find out where they should call/to whom they should speak. They will greatly appreciate it.

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the Title IX and Compliance Officer, Ameer Synnott, 508-588-9100, x1304, Brockton Campus, Administration Building, Room 219, asynnott@massasoit.mass.edu, or the Dean of Students & Deputy Title IX Coordinator, Jessica Correia, 508-588-9100, x1402, Brockton Campus, Student Center, Room 208A, jcorrei35@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.