



# LON MORRIS COLLEGE

## Work-Study Handbook

Lon Morris College offers work study through the Federal Work Study program and the Texas Work Study program. This program provides eligible students with a way to gain work experience and earn money to help pay for college expenses. The jobs are on campus. Work study positions pay minimum wage.

Employment may begin the first day of fall/ spring classes and runs through the last day of the semester. Work study students are encouraged to work 6-7 hours a week. A student may run out of funding before the end of the year, if they work more than the recommended hours. If this happens your job will terminate. The exact number of hours you work per week and exactly which hours will depend upon the position you are hired for and will be outlined by your supervisor.

### Student Eligibility:

In order to establish eligibility for the Work-Study Program, at Lon Morris College, a student must:

- Show documented financial need, every year, by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Need is determined by an analysis of the student's expected family contribution as well as grants and scholarships available to the student. Texas residents who are not eligible to complete a FAFSA may also complete a TASFA in order to determine work study eligibility.
- Once offered Work Study, the student must complete all paperwork associated with employment eligibility; W-4, I-9, Confidentiality Agreement, and submit 2 forms of acceptable identification documentation.
- After step 1 and 2 are completed the student will be notified, by e-mail, that their approval to interview letter is available in the financial aid office. The student will be placed on the approved list.
- Review the listing of Work Study Jobs available in the Financial Aid office and on the financial aid page on the Lon Morris College website.
- To apply for a position, contact the supervisor to set up an interview.
- Students must present the original approval letter when applying for a position.
- If hired, have the supervisor complete and sign the approval letter.
- You must return the original completed approval letter to the financial aid office.

A student must maintain full time enrollment (12+ credit hours) in regular LMC coursework at all times during participation.

Remember: You can be terminated for poor job performance! Take your job seriously; this is not a pretend job. Be informed; ask about department rules regarding dress code, phone use, and visitors. Consult with your supervisor regarding the timing of breaks. You should expect your supervisor to set a schedule with which you both agree. Your supervisor should clearly state and fully explain your duties and any workload expectations. Report to work according to the schedule established by you and your supervisor. Arrive ready to work. Inform your supervisor in advance of expected

absences from work. Call or e-mail immediately concerning unexpected absences. In all matters, behave in an honest and professional manner.

Your rights as a Work Study student are to work in a safe, drug-free, non-threatening environment. You have the right to be treated without discrimination by your supervisor, other campus personnel, students, and the general public.

To remain eligible for FWS and TWS, the student must meet Satisfactory Academic Progress standards as set by the Office of Financial Aid. You may access this policy under the admissions tab at [www.lonmorris.edu](http://www.lonmorris.edu).

Please note that per FWS Regulation 34 CFR 675.16, "FWS funds may not be used to pay for work performed after the student withdrew." Students must remain enrolled as noted above in order to qualify for participation in the FWS program.

Even if a student meets all the above-mentioned criteria, they may still be barred from participating in the FWS or TWS Program (e.g., when a student has a record of misconduct with the Dean of Students).

Students offered work study are not guaranteed a position. They must first complete all necessary paperwork in order to obtain an approval to interview letter. The student must then apply for an available position on campus. Application and interview procedures are set by the supervisor.

Review available positions posted on the Lon Morris website or in the financial aid office. Supervisors provide a job description and candidate requirements. Students must submit their completed approval to interview letter to the financial aid office. No submissions will be approved prior to the issuance of a approval to interview letter to the student and completion of a approval to interview letter by the supervisor.

#### Work-Study Award:

The FWS award amount represents the total gross amount the student may earn per semester. For LMC work study the award amount per semester is \$650. For example, student's pay rate is \$7.25/hour. In order for the student to earn their full \$650 Fall FWS award, they must work 90 total hours. This means the student must work an average of 6-7 hours per week, if starting at the beginning of term and working through the week prior to finals.

A student is never allowed to earn more than the amount of their Work-Study award. Work-Study funds cannot be used for hours paid in excess of the award. FWS Regulation 34 CFR 673.5 states: "An institution may fund a student's FWS employment with FWS funds only until the amount of the FWS award has been earned or until the student's financial need, as recalculated under paragraph (d)(1) of this section (due to unexpected resources received by the student), is met."

A work study time sheet is available to help students and Supervisors determine the amount of hours worked per month. The student and the Supervisor are responsible for monitoring FWS gross earnings.

#### Award Revisions:

Occasionally, the Office of Financial Aid may remove the student's FWS award upon learning of additional resources, e.g. scholarships or grants. If a student withdraws or drops below full-time, a removal may also be made. Supervisors are notified of the revision via e-mail or telephone. The notification enables Supervisors to determine the amount of FWS award remaining to be earned so that the student will not earn more than the award amount.

### Award Period (Employment Dates)

The award periods (also known as employment dates) are the times during which students may earn their FWS award. Students may never begin their FWS job prior to the start of the award period or continue to work after the award period ends.

Employment Dates for 2012-2013:

FALL 2012: August 23 - December 7

SPRING 2013: January 9 – April 26

The last day a department may hire a Work-Study student each semester is as follows:

FALL 2012: August 22

SPRING 2013: January 8

The only exceptions made to this rule are when a vacancy is created and a position must be filled. Students filling a vacancy, after the last day to hire, may have their funds and hours limited to the remainder of the position's allotment.

### Types of Jobs:

Federal Work-Study (FWS) and Texas Work Study (TWS) students are employed on campus in a variety of positions. These include but are not limited to clerical assistants, coaching assistants, data entry operators, and maintenance assistants.

FWS Regulation 34 CFR 675.18 states: "A school must use at least 7% of its FWS allocation" for students employed in community service jobs. This must include at least one FWS student hired as reading tutor for children in preschool or elementary school, or one FWS student involved in family literacy activities.

Some FWS on-campus positions have met the definition of Community Service in past years. That designation continues to be important because in the event that FWS funds become limited, those positions designated as Community Service, Reading Tutor, or Math Tutor will be approved first. Community Service positions usually support on-campus departments involved in programs designed to improve the quality of life for community residents, particularly low-income individuals. Community Service positions also include FWS positions that: 1) are located in a University tutoring program that is accessible to the greater Jacksonville community; 2) provide mentoring for educational and recreational activities, or counseling (including career counseling) when these services are made available to the greater Jacksonville community; 3) are affiliated with campus programs that provide supportive services to University students with disabilities; 4) are located in museums.

Beginning 2008-2009, the definition of Community Service was expanded to include FWS positions that educate the public about evacuation, emergency preparedness, emergency response, injury prevention strategies related to natural disasters, acts of terrorism, etc., and encourages civic participation.

### Pay Rates and the FWS Share:

Students employed under the FWS Program are never paid on a salary, commission or fee basis (this includes variable pay rates of any kind). They are paid instead on an hourly basis for their actual time spent on the job at a rate of pay determined by Human Resources.

Per HEA 488A(d), a student's FWS wages may only be garnished to pay costs of attendance the student owes the school during the period of the award. Schools, and thus FWS Supervisors, must oppose any garnishment order they receive for any other type of debt.

FWS regulation 34 CFR 675.76 requires that FWS students be paid at least once per month.

Student Workers are not eligible to receive Federal Work-Study (FWS) funds for hours worked:

1. In excess of the student's FWS award
2. Prior to the start or after the end of the Award Period
3. Beyond 8 hours per 24-hour period
4. Beyond 19 hours per week, or 40 hours per week during those times within the Award Period when classes are not in session (e.g., Spring Break)

FWS funds may not be used by the student's Supervisor to provide benefits such as sick leave, vacation or holiday pay. Also, FWS funds must never be used by the student's Supervisor to pay the Supervisor's contribution to Social Security, Worker's Compensation, retirement, or any other welfare or insurance program.

#### Maximum Work Hours

FWS students cannot be assigned to a position for more than 19 hours per week. In addition, no student can ever work more than eight hours in any 24 hour period or more than forty hours per week.

#### Quantity of Work Guidelines:

The Quantity of Work guidelines were established to help students achieve balance between their schoolwork and their job(s). Finding the right balance is the key to maintaining satisfactory academic progress. Supervisors are strongly encouraged to follow the Quantity of Work Guidelines:

For undergraduate students, the total number of credit hours plus the number of work hours for which a student is appointed per week cannot exceed 40. This includes all jobs the student may hold, on- and off-campus.

Example: 40 total hours

minus 12 credit hours

minus 15 hours @ McDonalds

equals 13 hours @ Work-Study job