

Spokane Community College



Student Guide to Work Study

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What is Work Study?

Work Study is a financial aid program that provides employment opportunities for eligible and awarded students to gain valuable work experience while earning money to help pay for educational expenses.

Qualifying for Work Study

In order to qualify for Work Study you must meet the following criteria:

- Apply for Financial Aid for the upcoming academic year as soon as possible after October 1
- Show financial aid need and have been awarded Work Study through Financial Aid
- At SCC, a student must be enrolled in at least 6 credits for State work-study, 1 credit for Federal work-study, 3 credits for TWG work-study, or 1 credit for Institutional/Departmental Budget work-study.
- Be in good Academic standing; meeting the Financial Aid Office's Satisfactory Academic Progress Policy
- Have received an Institutional Award (if not awarded federal or state work-study funding)
- Prove that you can work in the U.S. by providing the legally required I-9 documentation (required by the Department of Homeland Security)
- Complete a Work Study Orientation and all required work-study forms
- **Return a signed original Certificate of Eligibility to the Work Study office prior to starting employment. You may not start work until we receive this form.**

Job Placement

Students will be allowed one job placement with one supervisor. Exception: if you were awarded Institutional-Student Government funding *and* federal or state work study, you may work two jobs, but you must submit two separate time sheets.

Job Changes

We will allow one job change per academic year. Please choose your job carefully. If the **supervisor says he/she can only offer you 5 hours per week and your award allows you to work 19 hours per week, either decline the work and search for a new position or accept the position at the reduced hours.**

How to Apply for Work Study

Students must fill out the Free Application for Federal Student Aid (FAFSA) for Work Study eligibility. The FAFSA must be renewed/submitted annually. Those students demonstrating a need for financial assistance may be eligible for Work Study. Since funds are limited, not all eligible students receive Work Study awards. Work Study awards at Spokane Community College are processed on a priority basis according to the application date of your FAFSA. FAFSA forms are available on the web at <https://fafsa.ed.gov>. Students should apply for financial aid as soon as possible after October 1, for the next academic year. Priority deadlines for Work Study funding are earlier than the regular Financial Aid deadlines. Work Study Awards will be included on Financial Aid award letters (sent electronically via e-mail from Financial Aid. Check your Student Services Center in ctcLink). **Students may not work under this program unless they have been awarded work study!** All awarded students must attend a Work Study Orientation/Workshop.

Work Study Wait List

Because funds are limited for each type of Work Study, we are not able to fully meet the needs of all students. In consideration for the student, employer and institution, priorities have been established to provide the fairest overall service. Work Study awards typically run Fall Quarter through Spring Quarter. Students who are interested in trying for a work-study award, but who applied late or were not awarded initially, can access the online wait list form on SCC's website, and can place their name on the online Work Study Waiting List.

Work Study Award Cancellation

Student must notify your supervisor and the work study office should you stop employment. If you are not placed within the first two weeks of the quarter, your work study award may be canceled and wait list students will be evaluated for placement based on financial aid eligibility.

Types of Work Study

1. **Federal College Work Study – FCWS** is a federally funded employment program that provides financial assistance to students by compensating them for work they perform. Federal Work Study positions may be on or off campus. **FCWS** is generally awarded to students in their first year of their program and enrolled in 1 (one) or more Financial Aid eligible credits each quarter.
2. **State or TWG Work Study – SWS** and **TWG** are both funded by the state legislature and administered by the Washington Student Achievement Council (WSAC) through the offices of Financial Aid and Student Employment Services. State Work Study positions may be on or off campus. **SWS** is usually awarded to students in their second year of their program and enrolled in 6 (six) or more Financial Aid eligible credits each quarter. **TWG** requires a student to be enrolled in 3 (three) or more Financial Aid eligible credits each quarter, and students awarded TWG are required to work in on-campus positions.

3. **Institutional Work Study – IWS** is funded by individual departments on campus. This program was designed to help place students who do not qualify for federal or state financial aid Work Study into jobs on campus. Students must be currently enrolled in 1 (one) or more credits each quarter. Institutional Work Study positions are on campus. Note: Not all departments participate in this program. We must receive a written request from the department prior to placing a student.
4. **Athletic Work Study** – This is funded through the Athletic Department for students in athletic programs. Athletic Work Study positions are mainly on campus but may extend to programs and activities held off campus.

Note: If you are receiving food stamps, Working Connections Child Care and/or a TANF grant, the above work programs may affect the amount of assistance you receive. If you have further questions, contact your case manager or food stamp representative.

Policies and Procedures for Students Getting Hired

1. Receive financial aid award letter indicating Work Study eligibility.
2. Complete a Work Study Information Sheet.
3. Complete a Work Study Employee packet. This includes:
 - Form I-9 (required by the Department of Homeland Security prior to the student commencing work). Copies of required supporting documentation must also be provided to work-study office staff (see DHS instructions for the I-9 form).
 - W-4 form.
 - An 'Ineligibility for Membership in the Washington State Retirement System' form.
 - A 'Code of Conduct, Security & Confidentiality Agreement for Records and Files' form.
4. Obtain a Certificate of Eligibility from the Work Study Office.
5. Contact an eligible supervisor and set up an appointment for an interview.
6. Take the Certificate of Eligibility with you to the interview. If you are hired, both you and the supervisor must sign the certificate. **The original form must then be returned to the Financial Aid staff at the main financial aid desk in building 15 before you begin working.**
7. If you are not hired, use the online work-study jobs website to look for another position, and arrange another interview (see above).

Interviewing Tips

An interview is your chance to inform potential employers of your skills and qualifications. It is important to make a good first impression. It is your opportunity to evaluate the job requirements and expectations; take a list of questions with you.

The following information may help for your interview:

- You must be well groomed! Dress appropriately for the interview.
- Have a list of past employers, addresses, dates of employment and a prearranged list of personal references. It is always a good idea to bring a resume if you have one. If you do not have a resume, now is a good time to prepare one.
- Be on time. Look up addresses and directions in advance of your appointment. Thank the interviewer for his/her time.
- Smile. Present a positive attitude. Extend a handshake and make good eye contact.
- Be friendly but maintain professionalism.
- Listen carefully when asked questions. Respond clearly and thoroughly. Point out your qualifications politely.
- Do not be afraid to ask questions or admit when you do not know something.
- Remember that the interviewing process is a valuable learning experience and part of your professional growth.

After you are hired

It is your responsibility to follow through and make sure all paperwork is complete. **You must not work until you have done so.** Your paycheck may be delayed if you fail to follow through, and in some cases, you may be removed from the work-study programs.

Job Success Guidelines

- Remember these are “real” jobs. Some positions have dress codes and specific codes of conduct.
- Report to work on time. Always notify your supervisor if you will be unable to report to work or will be late.
- Dress and grooming **are** important. Short shorts, tank/halter tops, torn jeans, sandals, or bare feet are usually not acceptable. Check with your supervisor regarding their specific preferences.
- Cell phones are disruptive. Please turn your cell phone off while at work. You may return calls on your breaks. Check with your supervisor for a telephone number in case of emergency.
- Any computer usage must comply with the college’s policies. Personal e-mails while at work are **NOT** allowed.
- Personal phone calls and visits to the workplace are not acceptable.
- Attitude is important! Work cooperatively with others. Most people lose their jobs because

of an inability to get along with others. Good working relationships are the key to success.

- Discuss job related problems with your supervisor. Dealing with the problem early on to resolve it rather than letting the problem get out of control is always recommended.
- BE PROFESSIONAL.

Attendance

The student must contact his/her supervisor when unable to work for any reason. Arrangements should be made with the supervisor for any absence of more than one day. **You must not work during scheduled class hours. Your timesheet may be audited to ensure that this does not happen!**

If you are absent from work for an extended period without making prior arrangements, your employment may be terminated, and your Work Study award may be cancelled. You must let both your supervisor and the Work Study Office know if you wish to keep your Work Study award but have to stop working for more than a week.

Work Study Hours

Work Study students usually work no more than 10-15 hours per week as the recommended amount for the optimum level of academic progress. However, you may work **up to 19 hours per week maximum** as long as you do not exceed your award amount.

Quarterly Work Study awards will not carry forward to subsequent quarters, i.e. an unused fall award may not be used winter quarter.

The work-study office staff will inform you and your supervisor on your Certificate of Eligibility of the weekly hours that you will be eligible to work, based upon your specific award amount.

Both the student and the supervisor are responsible for monitoring the earnings and hours worked. Note: The maximum award amount per quarter is listed on the Student Certificate of Eligibility Form. Monitor your hours and earnings. **To calculate how many hours you may be allowed to work, divide your award amount by your pay rate. Divide this by the number of weeks in the quarter (generally 11 weeks).** For example:

$\$1,300/\$7.50/11=15.75$ hr/week. **Once you have earned your full award amount, you will be required to stop working.**

Restrictions

- **Students may not take work off the job site to complete.**
- **A student may not work in an office if a family relative is also employed in that office in a faculty/staff/administrator position.**
- Students may grade tests only if it can be done with a key (multiple choice, or T/F). They may **not** grade essays.
- Students may **not** proctor tests.
- A student may not supplant a classified position.
- A student may not work in an office whose purpose is promoting any religious cause.
- A student may not work in an office whose purpose is promoting any political cause.

Graduating Students

Students graduating or not returning the following quarter may work only up to the last day of the quarter and **not** during the vacation time that follows.

Student Loans

Students should be advised by the Financial Aid Office how loans might affect their Work Study award. It is the student's responsibility to inform both the Financial Aid Office and the Work Study Office if they want their Work Study award modified or cancelled. Students are responsible for notifying their supervisor of any changes that occur. **Unused award amounts may not be carried forward to the next academic year or quarter.**

Summer Work Study

Continuing Work Study Students **NOT** ENROLLING Summer Quarter must:

- Have a completed current year and upcoming academic year FAFSA (Free Application for Federal Student Aid) sent to, and received, by the Processing Service Center before April 1 - contact the Financial Aid Office for further information.
- Intend to return fall quarter (6 or more credits).
- Fill out Summer Work Study Intent Form.
- Meet the Financial Aid Satisfactory Academic Progress Policy.
- Have unmet financial aid need for the following school year.

Continuing Work Study Students **ATTENDING** summer quarter classes must:

- Have funds available in their Financial Aid package showing unmet need. This will be a determining factor for many students. Loans and other financial aid can impact their Work Study eligibility.
- Be enrolled in 6 or more credits.
- Fill out a **Summer Work Study Intent Form** available in the Work Study Office as a part

- of the summer application form provided to supervisors.
- Meet the Financial Aid Satisfactory Academic Progress Policy.

NOTE: For Summer work-study, supervisors must request their current work-study student(s) to continue working for them. This will be done on the summer application form, available from the work-study office. These awards are very limited, due to reductions in work-study funding for each and every summer quarter. Each application will be considered on its merits, as no student is guaranteed a work-study award for the summer quarter.

Breaks and Lunches

Work Study students shall be allowed a paid rest period of at least 15 minutes, for each 4 hours working time. Breaks should be scheduled as near as possible to the midpoint of the work period. **Students working more than 5 continuous hours must take a non-paid 30-minute break near the midpoint of their schedule.**

Paychecks

Electronic timesheets are generally due to be submitted to the Payroll Office twice a month, and students are then usually paid on the paydays established by the CCS Payroll Office. Please refer to your Certificate of Eligibility for every pay day in the current academic year. **Timesheets submitted late will result in a delay of your pay, and students who do not submit timesheets when required to do so may have their work-study awards cancelled.**

There are 3 methods by which a student may receive their work-study wages, as follows:

1. **Paycheck mailed to the latest home address** (the address which the student shows on the W-4 form that they complete for work-study purposes). If you wish to be paid by this method, and you move address, it is your responsibility to inform the work-study office, in order to complete the necessary paperwork needed to ensure that your paycheck continues to be mailed to the correct address.
2. **Direct Deposit made to the bank account of the student's choice**. This may be with any U.S. bank or credit union.
3. **Direct Deposit made to the student's Bankmobile account**. This would involve you making a choice to open an actual bank account with Bankmobile, as work-study funds are not disbursed via the Bankmobile debit card.

Regardless of the method which you choose, you must notify the Work Study Office, Financial Aid, and Admissions/Registration of any changes to your name, home address, or telephone number.

Off-campus paychecks

Off-Campus employers pay the student directly. The employer pays the student on their assigned pay day. The student and off-campus employer then complete a manual 'Washington State Work Study Program Timesheet' (available from the work-study office). Once completed by the student and employer, this is then returned to the work-study office, so that the employer can be reimbursed for wages paid to the student. Work Study is a job. You are only paid for the hours that you actually worked. **If you do not work all of your available hours, you will not receive your full Work Study award. Awards do not carry over to the next quarter or academic year.**

Rights and Responsibilities

Your job is an opportunity to gain marketable skills and to establish a good work history. You have a right and responsibility to know your job description to ensure you are performing the duties as described. Work Study employment is a regular job and you are expected to conduct yourself in a responsible manner.

Community Colleges of Spokane provides equal opportunity in education and employment. Spokane Community College intends to provide a drug free and safe work environment. Each employee is expected and required to report to work in appropriate mental and physical condition to perform his/her assigned duties. The unlawful manufacturing, distribution, possession or use of a controlled substance in or on Spokane Community

College owned and controlled property, or while conducting college business is expressly prohibited. Violation of this policy will result in disciplinary action in accordance with the Higher Education Personnel Board rules, bargaining unit agreement, tenure laws and other policies of the college. Violation will be reason for discipline, including termination of employment.

It is the policy of this college that employees and students must be allowed to work and learn in an environment free from sexual harassment. Any form of sexual harassment is prohibited and will not be tolerated.

Satisfactory Academic Progress

Work Study recipients achieve satisfactory academic progress toward their degree or certificate requirements each quarter. Satisfactory academic progress is based on an evaluation of the following criteria:

- Credits attempted and completed each quarter, and
- Cumulative and quarterly GPA
- Pace of progression toward maximum timeframe

Please refer to the SCC Financial Aid Satisfactory Academic Progress Policy available in the Financial Aid Office for details on policy implementations. Students who fail to achieve satisfactory progress will be placed on Probation or financial aid Hold. **If your financial aid is on Hold, you may not work until the situation is resolved. Failure to resolve the Hold status will result in the work-study award being cancelled for the remainder of the academic year.** Also, if you fail to meet satisfactory academic progress, your supervisor will be notified that you are no longer eligible for work under the Work Study/Institutional program, and you will have to stop working immediately.

Studying During Work

Many students are under the impression that Work Study means they are allowed to study while they work. This is a misconception. **Very rarely will an employer permit the student to study during work hours.** Students must check each time with their supervisor before using scheduled work time to study.

Performance Reviews

Student employees may be formally evaluated at least once per academic year by their supervisors. Ideally, supervisors also provide routine informal feedback to all Work Study students. The purpose of the written evaluation is to provide formal assessment and documentation of performance. **Students are evaluated on attitude, appearance, dependability, communication, relationships with people, job knowledge and skills, and job performance.** Supervisors have the option of evaluating students as many times as deemed necessary for appropriate documentation and for promoting employee development.

Termination/Dismissal

SCC Work Study is an “at will” employment relationship. This means that either party can end the employment at any time for any reason.

A student employee is expected to follow the college rules, regulations, policies and terms of his/her employment. If you do not understand the expectations, ask for assistance until you understand the information and instructions.

Any grievance and/or problem should first be discussed with the supervisor or the next level of management. The student employee should be told what action was wrong and should clearly understand what is expected of him/her both in behavior and in job performance. As a student employee it is your responsibility to make sure you understand. Ask questions for clarification if needed. If no resolution can be reached with the supervisor, then the student may contact the work-study office to discuss further options.

Circumstances that warrant immediate termination and/or disciplinary action include but are not limited to:

- Breach of confidentiality
- Repeated tardiness or absence without proper notification and/or without satisfactory reason.
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency, or safety of office work.
- Falsification of time sheets, personnel records or any other college or agency records.

Resignation

Should a student wish to resign from his/her position, verbal or written notification should be given to the supervisor **two weeks** prior to the last day of work. If the student wishes to continue utilizing his/her Work Study award, contact the Work Study Office for open positions. The referral, interview, and hiring process will be repeated. **You may only change jobs once. You may not start working for another supervisor without a new Certificate of Eligibility.** The Work Study Office will also need confirmation from Payroll of receipt of your last timesheet, and a completed job release form, before you can be placed in another job. If you do not plan to utilize your Work Study award, please contact the Work Study Office to cancel your award. **Reminder: You may only change jobs a maximum of one time per school year. We will need: 1) Last Time Sheet submitted and approved in ctcLink, and 2) Release of Employment form signed by the supervisor.**

Injuries and Accidents

The well-being and safety of students is of primary importance to SCC. All accidents are to be reported on the **CCS Accident Report Form (CCS 1220)**, available from *department secretaries* in campus buildings. Students who are injured or involved in an accident while performing their job duties need to contact their supervisor and the Work Study Office as soon as possible.

Co-op Classes

Many programs at Spokane Community College require students to put in a number of hours of volunteer experience toward their major. These *co-op* classes are for credit and may qualify for Work Study. To determine if your co-op requirements can be satisfied while you are performing a Work Study job, you need to **contact your program advisor**. Your supervisor must still be an approved Work Study supervisor for you to be paid for your work. All Work Study paperwork and rules still apply.

Electronic (Online) Time Sheets for on-campus employment with ctcLink

All on-campus students and supervisors must use the electronic time sheets. These timesheets automatically calculate totals for you. A few days after the student returns the COE (Certificate Of Eligibility) to the work-study office, the student will be eligible to complete electronic time sheets. If any problem is encountered logging in to the system, the student may contact the HR Department at (509) 434-5030 or the Payroll Office at (509) 434-5290.

To complete an online timesheet:

- Log on to your ctcLink account
- Choose the “HCM SELF SERVICE” link from the left side of your homepage.
- Select the “TIME” tile.
- Select the “CTC Time” tile.
- Change the timesheet, from “Day” view to “Calendar Period” view. The full current pay period will then be shown on the timesheet.

All Timesheets:

- Change the date to the appropriate time period.
- Navigate to prior or future timesheets by using the arrows on either side of the current time period.
- In the “**IN**” field, enter the time you arrived
 - If you take a lunch enter the lunch start time in the “**LUNCH**” field
 - In the second “**IN**” field, enter lunch end time
- In the “**OUT**” field, enter the departure time
- **NOTE: You MUST enter afternoon times as either PM (type it out) or use military time.**
- Click the Time Reporting Code drop-down menu and select the appropriate TRC code (ex: Federal, Institutional, State, or Work First). Refer to your Certificate of Eligibility for your type of work-study or call the work-study office if you are not sure. Do not just guess your TRC code.
- To enter a Split Shift, select the small + symbol on the far right side of the specific date. Then enter **In** time and **Out** time.
- Click the “**Submit**” button after entering the shift. Times should be submitted daily by the student.

IMPORTANT: Late or incomplete time sheets will not be paid until the next scheduled pay period. Falsification of any information on the Work Study time sheet will result in disciplinary action outlined in the Manual of Selected WAC’s Students and All District Employees.

Accessing your pay stub and Earnings History online for on-campus employee with ctcLink.

You may check your current pay stub, previous pay stub for the year, and earnings history in your ctcLink HCM Self Service.

- Click “Payroll” tile.
- Click the “Paychecks” tile.
- Select which paycheck stub you would like to view or print.

Paid Sick Leave for Part-time Hourly and Student Employees

Required by the Legislature, due to the enactment of Initiative 1433

General Information:

- Effective January 1, 2018, part-time hourly and student employees will accrue one hour of paid sick leave for every 40 hours worked
- Any new employee hired after January 1, 2018 will begin accruing paid sick leave as soon as they begin working
- Part-time or student employee may use sick leave, **once accrued**, for scheduled work hours only. Sick leave used will count toward maximum hours allowed to work (i.e.: 19 hours per week for students and 75 hours per month for part-time hourly)
- Employee’s must adhere to their planned weekly schedule
- For any paid sick leave absence of more than three (3) consecutive workdays; the employer can request medical certification for that particular leave event
- Retaliation for using paid sick leave for authorized purposes is prohibited

Carryover of Paid Sick Leave Hours:

- A maximum of 40 hours of unused, accrued sick leave will be carried over to the next calendar year
- Accrued, unused sick leave over 40 hours will be forfeited at the end of the calendar year

Submitting Leave:

- Employees will submit paid sick leave as appropriate on the electronic “Request Absence” form (Located under “Time” icon in the HCM Self Service link).
- Leave can be used in increments of .25 hours (15 minutes)
- Paid sick leave hours will be compensated at an employee’s hourly rate of pay

Qualifying Absences:

- To care for themselves or family members
- If an employee or family member is the victim of sexual assault, domestic violence, or stalking
- Child's school or place of care is closed by a public official for any health-related reason

Qualifying Family Members:

- Child (biological, adopted, foster, step, or legal guardian)
- Parent or parent-in-law
- Grandparent or grandchild
- Sibling
- Spouse or registered domestic partner

Paid Family and Medical Leave

In 2017, the Washington legislature established a statewide Paid Family and Medical Leave (PFML) insurance program. Beginning in 2020, PFML will allow eligible, qualified workers to take necessary time off when they experience a qualifying event, such as having a child or caring for an ailing relative. Employees qualify for PFML benefits by working 820 hours or more during the prior twelve months.

- PFML is administered by the Employment Security Department (ESD). Detailed information on PFML and associated employer and employee requirements, including ESD's April 2018 electronic notice to employers, can be found here: <https://esd.wa.gov/paid-family-medical-leave>.
- PFML premium assessments are set at 0.4% of gross wages and are required as of January 1, 2019.
- All Washington employees at non-exempt employers, including all students working under the State Work-Study (SWS) program, are eligible for PFML and are therefore responsible for a share of PFML premiums. All SWS employers must make the appropriate PFML payroll deductions on SWS employees' gross wages, then report on and remit those payments to ESD quarterly. SWS employers with more than 50 employees must also pay a share of applicable PFML premiums.
- SWS anticipates that the impact of PFML premium requirements should be relatively modest for most SWS employers and student employees. For example, in 2016-17, gross SWS wages averages \$2,882 per student, and this would equate to a total PFML premium of \$11.53 for the year.

Looking for your work-study job using the SCC jobs website

SCC Work-Study job listings can be accessed by doing the following:

- Visit the Symplicity jobs system, located at <https://spokanecc-csm.symplicity.com/> .
- Click on Student/Alumni.
- If it is your first time using the Symplicity system, you will need to click on “Register”. All fields marked with an * are required fields and must be completed.
- NOTE: Under “Applicant Type”, you must select “Work Study”. Otherwise, you will not be able to view the available work-study positions.
- You will receive an e-mail when your registration is approved. This e-mail will include a link to the system, which will allow you to set your own password.
- Once you have set your password, you will be able to log in to the system.
- Log in with your user ID (e-mail address) and PIN.
- On your home page, under SHORTCUTS, click on “Jobs I qualify for”. Then, click on “Position Type”, and place a checkmark in the WORK-STUDY field. Click APPLY.
- This produces a list of all current work-study positions. To view each position, click on its Job Title. This will show you all of the information on that job (supervisor details, job description, qualifications required, etc).
- Contact the supervisor directly for an interview. Take your Certificate of Eligibility (COE) to the interview.

