

# INSTITUTIONAL DIRECTIVE 5-1

October 25, 2004

## **Title: Administration of the Federal Work-Study Program (FW-S)**

### **I. Purpose**

The purpose of this directive is to define specifically those principles and procedures that govern the management of the FW-S program. It will include the means by which FW-S job slots are created, the selection and training of students, orientation of supervisors, and the monitoring of funds expended as student salaries.

### **II. Policy**

It is the policy of Piedmont Technical College to participate in the Federal Work-Study Program and to operate a program which will most effectively provide assistance to students with financial need while providing the college with additional staff assistance in priority work areas.

### **III. Principles**

Administration of the FW-S program will be guided by the following principles:

- A. An annual assessment will be completed by the Institutional Officers to determine the need for FW-S students.
- B. An allotment of FW-S hours, based on historical utilization and current need, will be established for each major organization unit of the college.
- C. The chief administrative officers (i.e. institutional officers) will be responsible for authorizing positions throughout their divisions based upon requests for Federal Work-Study Assistance (Attachment A).
- D. The Financial Aid Officer will assign FW-S students to positions within the context of the approved allocation of hours.
- E. Requests for Federal Work-Study Assistance, reflecting the actual job assignments will be maintained by the Financial Aid Office.
- F. Priority in filling FW-S positions will be given to students who file aid applications by, or before, June 1 for placement in the succeeding academic year. Currently enrolled first-year students on FW-S will be automatically forwarded an application for the ensuing year on or before May 1.
- G. In circumstances where eligible applicants for the program exceed available funds, placement will be based upon financial need and job skill, with the need criterion bearing the greatest weight.
- H. Systematic orientation of FW-S students and supervisors will be conducted.
- I. The program will be operated as a world-of-work training activity and will therefore, include instruction in those work habits which generally characterize good employees.<sup>10</sup> The FW-S program will be continuously monitored to determine expenditures to date and projected future expenditures.

**Office of Responsibility: Vice President for Administration**

#### **IV. Responsibilities**

- A. The Financial Aid Office is responsible for projecting the availability funds to meet identified needs, publicizing the program to prospective and enrolled students, assigning students to job slots and charting those assignments, orientation of students and supervisors, and, jointly with others for monitoring expenditures and issuing reports.
- B. The chief administrative officers in all organizational units are responsible for authorizing FW-S job slots and for notifying the Financial Aid Officer of any de-authorization of slots or changes of personnel assignments.
- C. Institutional Officers are responsible for determining the number of FW-S hours that shall be assigned to each major organizational unit of the college.
- D. Supervisors of FW-S students are responsible for assuring that an authentic work environment is maintained within their areas of responsibility; it is also their responsibility to assure that students do not work more hours than officially authorized in their FW-S award documents.
- E. The Human Resources Office is responsible for preparing checks for students, based on data provided by the Financial Aid Office.

#### **V. Procedures**

- A. Assessment of Need for FW-S Workers: Each year, prior to the beginning of a new fiscal period, the Financial Aid Office will distribute an assessment document to the chief administrative officer (i.e., institutional officer) of each major organization unit of the college. These officers will, in turn, distribute copies of the document to each manager within the unit. Managers who desire FW-S student assistance during the ensuing fiscal year will complete the document and return it to the chief administrative officer. All documents reflecting FW-S positions approved by the Chief administrative officer will be forwarded back to the Financial Aid Office.
- B. Projection of Utilization of Funds: The Financial Aid Office will determine the number of student working hours by dividing the dollar value representing available FW-S funds by the current hourly wage rate (i.e., minimum wage or other amount as may be specified). The resulting quotient will reflect the total number of hours available for student work. The Director will then project the utilization of funds over the duration of the fiscal year.
- C. Allocation of Hours: Institutional Offices will review the FW-S position requests and, based on those requests a review of each organizational division's historical utilization of FW-S students, determine the number of FW-S hours that will be assigned to the divisions.
- D. The Financial Aid Office will, in a manner consistent with the hourly allocations, assign students to specific FW-S job slots. Insofar as possible, students possessing a profile of skills as needed in a particular slot will be assigned to that slot. The Financial Aid Office is not authorized to assign students when such assignments will result in exceeding the allocation of hours.
- E. Student Eligibility: To be eligible for participation in the FW-S program, a student must be a U.S. citizen or permanent resident, be enrolled at least half-time in an eligible program of study, demonstrate a need, and maintain satisfactory progress according to the standards of the college.

- F. Determination of Need: Financial need is determined by a standard needs analysis system using confidential data submitted by the parents and/or the student. Need is established by deducting the computed family and/or student contribution (to the cost of education) from the total cost of attending the college less all other aid resources. The needs analysis system administered by the Free Application for Federal Student Aid (FAFSA) is the method used by this college.
- G. Students Selection: In the event that more students are eligible for FW-S awards than funds will permit, preference will be given to those students who:
  - a. Demonstrate the greatest need, and
  - b. Filed aid applications by or before the established deadline (June 1 of the preceding fiscal year).
- H. Supervision of FW-S Students: Each student is assigned to a specific department under a named supervisor. The supervisor schedules working hours so that they will be compatible with class hours and the number of hours the student is eligible to work. The supervisor explains the student's responsibilities and provides training as necessary. Supervisors will insure that students observe the designated work schedule and will instruct them in desirable work habits. In the event the student is not reporting for duty or otherwise performing in an unsatisfactory manner, the supervisor should, in consultation with the student, review the evaluation form that will be submitted to the Financial Aid Office citing inadequate job performance. The evaluation documents are provided by the Financial Aid Office. Quarterly evaluations of student performance will be accomplished by supervisors, using evaluation documents provided by the Financial Aid Office.
- I. Work Periods: At the time each student is assigned, the supervisor and student will be informed as to the maximum number of hours per week the student can work. This notice will further advise the supervisor that exceeding these hours will only cause the student to expend his/her FW-S authorization before the end of the year at which time the position would be terminated until the next fiscal year.
- J. Payment Procedures: Students in the FW-S program are required to have their hours worked recorded on time sheets which are collected, tabulated, and verified by supervisors on a monthly basis. Supervisors will then forward time sheets to Financial Aid, who will verify and authorize payroll to pay. Payroll will write individual checks and maintain records of each student's earnings. The Business Office will distribute checks to students upon presentation of proper identification.
- K. Monitoring of the Program: Following each pay period the Human Resources Office will issue to the Financial Aid Office a computerized listing of FW-S students reflecting their monthly earnings. This data will be posted to the FW-S Excel report. A notice will be sent to supervisors whose assigned FW-S employee is working in excess of the assigned hours.
- L. Reporting: The Financial Aid Office will submit a report on the overall status of the FW-S program to the institutional officers each month and file all reports on the program as required by federal authorities.

<b>Original on File</b>	<b>10/25/04</b>
<b>Approved for Publication</b>	<b>Date</b>

**REQUEST FOR FEDERAL WORK-STUDY ASSISTANCE**  
**2004 - 2005**

Date \_\_\_\_\_

Requested by \_\_\_\_\_

Division \_\_\_\_\_

Department \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Skills Required \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Desired starting date \_\_\_\_\_

Hours per week \_\_\_\_\_

Work schedule \_\_\_\_\_

Name of student on job now \_\_\_\_\_

Approved by Dean \_\_\_\_\_

Approved by Vice President \_\_\_\_\_

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(Financial Aid Office Use Only)

Student \_\_\_\_\_

Date Hired \_\_\_\_\_

Contract completed

Social Security Card

Driver's license