

2023-2024



WORK STUDY PROGRAM MANUAL

LAKWOOD CAMPUS

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Introduction

The *Clover Park Technical College (CPTC)* Work-Study Program benefits its students by providing employment opportunities while attending school.

The campus community operates more efficiently with student participation. For example, in the Student Aid and Scholarships Office, it is vital that all files are secure and organized; being able to employ a reliable student who can create labels and store files alphabetically increases efficiency. Perhaps an automotive instructor could use more assistance with cleaning the garage or a medical laboratory needs its inventory managed. Whether you are a student or supervisor, participating in the Work Study program is a great opportunity for professional growth; supervisors get assistance and students get a paycheck.

What is Work-Study?

Work Study (WS) is a form of Financial Aid awarded to eligible students. The award amount must be within their 'need' budget and may be adjusted to make room for additional awards. Funds and positions are limited so unfortunately CPTC cannot guarantee a %100 employment rate every quarter.

Types of Work-Study:

Federal WS

The Federal WS program is funded by the federal government and is awarded to needy students to help financial costs of their education through part-time employment. Hourly wages cannot be lower than the federal minimum wage and may differ by the position and organization. The positions may be located on-campus and off-campus. If located off-campus, the organization (employer) *must* have an approved contract with CPTC *before* the student can begin working. The program reimburses employers for part of the student's wages.

State WS

The State WS program is funded by the State of Washington and is awarded to needy students to help finance the cost of their education through part-time employment. Hourly wages must pay the same wage rate to both State/Federal WS students. State WS must also be in a field related to the student's career interest wherever possible. Positions may be located on-campus and off-campus. If located off-campus, the organization (employer) must have a contract with CPTC and the Washington State Achievement Council before the student can begin working. The program reimburses employers for part of the student's wages.

WorkFirst WS

Students who receive Temporary Aid to Needy Families (TANF) through the state's WorkFirst program may fulfill their work requirement through WorkFirst Work-Study at Clover Park Technical College. This option does *not* count against your temporary assistance grant (though it does affect any food assistance you may be receiving).

- For more information on availability call Workforce Development Office at 253.583.8767

Veteran WS

To be eligible for work-study as a veteran, you must:

- Be a veteran who is currently using your benefits.
- Be enrolled for 9 to 11 credits (part-time) or for at least 12 credits (full-time).
- Be enrolled in a program approved by Veterans' Affairs.

Once approved for work-study, you must take a job that involves direct service to other veterans. Clover Park Technical College offers a few jobs that meet this requirement.

- For more info contact the Clover Park Technical College's VRC at 253.589.5581

PART 1: STUDENT INFORMATION

How Do I Know If I'm Eligible for Work-Study?

To apply, the student should indicate 'YES' they are interested in WS on their FAFSA application (this question is scheduled to be removed from the 24-25 FAFSA). To be eligible, the student must have a completed file that has been reviewed by the Student Aid and Scholarships Office and have received a 'Work-Study Offer' on their award letter. If a student is interested in WS but have not received this notice, they can complete the corresponding year 'Request to Revise Awards' form at the Student Aid and Scholarships Office.

I have a Work-Study Offer. What do I do now?

*Attend the WS Orientation! SESSIONS HELD TWICE MONTHLY

(Except holidays and 1st week of each quarter)

1st & 3rd Wednesdays, 3 - 4 pm

- **IN PERSON: 1st Wednesday of month**, Building 19, Room 124: 3-4pm
- **ZOOM: 3rd Wednesday each month:** <https://www.cptc.edu/financial-aid/work-study>: 3-4pm

*If a student is unable to make these times due to scheduling conflicts, an appointment can be made by request with the Work Study Specialist: Anthony.santos@cptc.edu

What does the WS Orientation go over?

The Orientation takes about 30 minutes and goes over the information provided in this training manual, instructions on time submission, job placement opportunities (Handshake) and WS Packet information.

After the orientation is completed, the student may pick up the Work-Study Packet from Student Aid and Scholarships service window. The student should apply directly with each supervisor.

After the Work Study Packet is completed and returned, within 1-2 Business days, the packet will be submitted to Human Resources (HR) for processing.

HR will notify the Student Aid and Scholarships Office once the WS Packet has been reviewed (may take up to 3 weeks). As soon as possible, the Supervisor and Student will be notified via email when the student can start working. The first day *should* be at the start of the pay period (1st or 16th of the month).

Student Responsibilities

- Students must be registered for at least 6 credits (1/2 time) per quarter they decide to participate and need to notify the Student Aid and Scholarships Office if their enrollment status changes.
- Students must not fail their classes! In other words, students need to maintain Satisfactory Academic Progress (SAP). Failing classes may also lead to ineligibility for Financial Aid for next quarter.
- WS Students are subject to College policies and procedures relating to worker rights and responsibilities.
- Student WS earnings cannot exceed their awarded amount.
- Students are only paid for time worked. There is no pay for vacations, holidays and other time not worked (such as meal breaks)
- **WS Students may NOT work past 19 hours per week!** Working over 19 hours a week will create obstacles for staff and can lead to termination of the WS position if the student and/or supervisor continues to violate this restriction.
- A student may NOT work during the time that they are scheduled to be in class. Regardless of the Institution, if federal/state regulators found out a student was in violation of this, there would be further investigation(s) and potential repercussions.
- Students are entitled to a 15 min break for a shift of 4 consecutive hours. Must not work past 8 hours in a day and for any shift 5 hours or more, a 30 minute unpaid meal break must be included. This break is in addition to the 15 minute paid break. Unfortunately, break and meal periods may not be accumulated and taken at the end of shift.
- Students are expected to be professional. If they are delayed, they are expected to notify their reporting supervisor within 10-15 min of arrival **OR** as directed by the supervisor.
- Students are expected to complete assigned duties on the job and to not conduct personal business while 'on the clock'.
- Students may not use campus resources (printers, fax, internet, etc.) for personal benefit. Depending on the severity, this may fall into fraud/waste/abuse of State resources.

- WS Students are expected to keep student, client, staff, college and business records confidential.
- Students are expected to work with a cooperative and positive attitude.
- Student workers are expected to dress appropriately for the position and the department's expectations.
- When/if asked to do a task for someone other than their immediate supervisor, they must notify their immediate supervisor before accepting the task.
- Students **MUST** submit hours worked by the end of each pay period in the ctclink timekeeping system. Failure to do so will delay payment.
- Students **MUST** report any job related accident immediately.
- WS Students need to re-apply for financial aid each year (summer is CPTC's first quarter) according to the published priority processing timeframes. If possible students should *always* apply early for financial aid.
- Students must submit all required employment paperwork to the Student Aid and Scholarships Office *prior* to starting work study and wait for confirmation of start date. Failure to complete required forms may cause a later starting date.

Payroll Information

In order to receive a paycheck on time, it is extremely important that students and supervisors report their time by the end of each pay period. The timecard can be accessed through ctclink Gateway via the HCM Self-Service tab. We highly encourage students to enter their time on a daily basis. There is a chance that the student's first paycheck will be a paper check sent to the student's provided mailing address. Time reports are due at the end of each pay period (15th and the last day of the month).

What if I would like to work off-campus?

If the student would like to work off-campus, the location *must* be related to their field of study and the employer must complete the Washington State Employer Contract in order to be authorized as an off-campus WS employer. The processing time may take 1-3 weeks; failure to submit required documents will cause delay. Student may start working as soon as they and the off-campus employer receive a 'work approval' notification email.

For more information please contact the Student Work Study Specialist or review the State Work Study for Employers page at: www.wsac.gov/employers email: sws@wsac.wa.gov

PART 2: SUPERVISOR INFORMATION

How do I participate in the WS program?

The first step is to fill out the 'STUDENT JOB REQUEST FORM'. Access to this form can be requested by contacting the Student Aid and Scholarships Office or the Student Work Study Specialist:

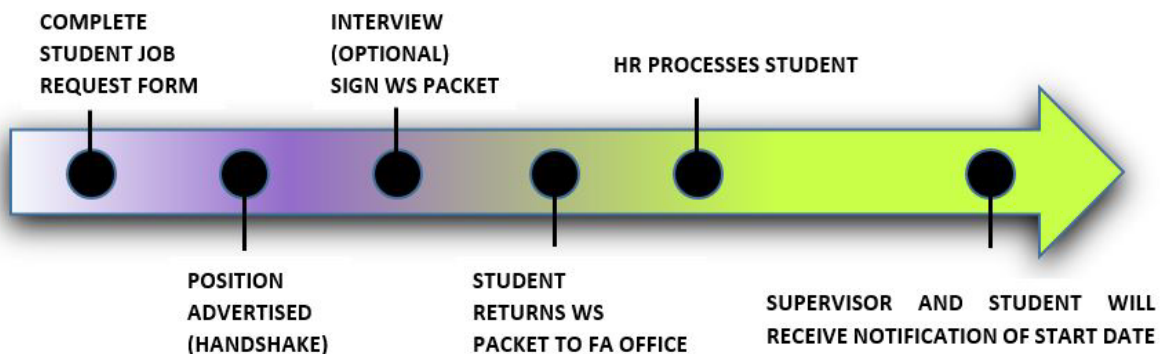
Anthony.santos@cptc.edu

Advertising the Position

Student jobs MUST be advertised. Clover Park Technical College is currently using Handshake to advertise jobs. All approved jobs are posted/viewed through www.joinhandshake.com.

Before advertising your WS position on Handshake, please take the time to come up with your own job description and a title other than 'Student Worker' or 'Work Study Student'. List any minimum qualifications (program specific).

Hiring Process for WS:



Interview and selection

It is each supervisor's responsibility to develop an interview process that best fits the department needs. Job application and/or resume are submitted with the student's hiring paperwork (WS Packet). While there is no interview requirement, it is highly encouraged to provide a learning experience for the student. Due to the volume of students and staffing constraints, the Student Employment Specialist cannot pre-screen or interview applicants.

After the student has accepted your job offer, please make sure to sign their WS Authorization Form and the Family Educational Rights and Privacy Act (FERPA) Form. Once their packet is completed, it needs to be turned in at the Student Aid and Scholarships Office.

Student may start working as soon as the student and their supervisor receive a 'work approval' notification email. The starting date will either be the 1st or the 16th of the month.

Supervisor Responsibilities

Supervisors are responsible for all student workers for the duration of their employment. Creating a job description, conducting an interview (optional), signing the WS Authorization Form (EAF), confirming student work hours and notifying the Student Aid and Scholarships Office of any sudden changes in employment status are part of supervisors' responsibilities.

For student workers to perform their jobs well, they must have proper job training. Supervisors should communicate their expectations and answer any questions the student may have. Refer to the job description frequently and as a training tool when highlighting important aspects of the job. Supervisors should discuss requirements regarding breaks, attendance, and any additional departmental needs.

- *Monitor the student's work hours to make sure the student does not exceed 19 hours a week.*

Tips for creating a positive work environment

Discussing the following with your student workers will ensure a smooth, successful beginning in her/his new work environment.

- Introduce all team members (who does what)
- Discuss information sources when there are questions
- Discuss policies and procedures, as appropriate
- Talk about work hours: create a schedule that includes breaks
- Show facilities (restrooms, break room, supplies, etc.)
- Explain how student's work relates to goals and makes a meaningful contribution

Things to Avoid

- Avoid working students prior to completing hiring paperwork. There are strict federal, state and institutional guidelines governing employment in the United States of America. All employers must adhere to employment guidelines. The student employment specialist is available to answer any questions or concerns you may have.
- Avoid working students over 19 hours per week. Creating a schedule for the entire quarter will help ensure students are not scheduled for more than 19 hours per week.
- Avoid requesting student workers perform tasks outside of the job description. Refer to the job description when assigning tasks.
- Supervisors unable to follow hiring practices will have their job listing(s) pulled and disqualified from hiring through the Student Employment Program in the future.
- Violations may be addressed through the appropriate bargaining agreement(s).

Can WS Students work over break?

If students have remaining WS funds, they may work longer hours during quarter breaks. Employment must be pre-approved by the Student Aid and Scholarships Office *prior* to working each break period. Student must be registered for the upcoming quarter. They must be **supervised** over the break for time reporting accuracy.

Legalities

- The Department of Homeland Security Form I-9 must be completed for all individuals who wish to work in the United States. Verification that a student may work in the United States must be accomplished *before* a student starts employment. Supervisors can tell if a student is authorized for WS if their Authorization form is signed by the Student Work Study Specialist or a Student Aid and Scholarships Office designee; if for any reason a supervisor suspects fraudulent activity, please contact the Student Aid and Scholarships Office and/or on-campus Security.
- Students must be 16 years of age to work. If at least 16 years of age (but less than 18) certain restrictions apply.
- Student Employment must not displace workers (including those on strike) or impair existing service contracts. This applies to off-campus and private employers with a WS contract with Clover Park Technical College.
- Student workers must be paid (at least) WA State minimum wage.
- Students must be allowed up to a 15 minute break if they are scheduled to work 4 consecutive hours. This break must be taken within the first 3 hours of their shift. If a student is working more than 5 consecutive hours, then they must be allowed to take a 30 minute unpaid meal break.
- Students will accrue a pro-rated amount of sick leave that is equivalent to 1 hour of non-compensable sick leave for every 40 hours worked. If a student worker uses sick leave, scheduled hours may not be made up at another time. Student workers must adhere to their planned, supervisor-approved, weekly schedule.
- Federal Work-Study may not pay for fringe benefits, this includes state mandated sick leave. This means that any sick leave hours reported by a federal work-study student worker will be paid for by the Institution and will not be deducted from the students Federal WS award.

Student Volunteers

A WS Student may continue their services as a volunteer if they have exhausted their WS Award. This decision would be up to the student and their current supervisor.

All student volunteers must complete the proper documentation. Contact the Human Resources and Payroll Office to complete any needed volunteer paperwork: jobs@cptc.edu Phone: 253.589.5584

Time Reporting

Student workers will report time in ctclink. Work hours should be reported daily. Time-sheets are closed on the 15th and last day of each month for processing. Late time-sheets cannot be processed in the ctclink system. Late time-sheets are processed manually. It is crucial that time-sheets are processed on time through the ctclink system. Supervisors are responsible for reviewing and approving student hours in ctclink.

Supervisors approving student workers' hours, certify the student worker:

- Worked the dates listed
- Worked the hours recorded
- Work was completed for Clover Park Technical College

If your employee enters incorrect time worked information, you can reject the submission and request the student to re-submit OR you CAN go ahead and fix the time on the student worker's behalf! In order to get all employees paid on time it is best to fix the time-sheet yourself rather than denying the time-sheet and waiting for the student worker to resubmit.

Here is a formula to determine the average number of hours per week a student can work for the quarter:

Award amount ÷ Number of weeks in quarter ÷ rate of pay = Hours per week student may work

Example: \$3000 ÷ 12 ÷ \$17 = 14.7 hours per week

NOTE: Instructions on how to submit time for students and approve time for Supervisors will be sent with the notice to start work email and can also be requested at any time from HR/financial aid office.

Termination

Reasons for termination include, but are not limited to:

- Unsatisfactory work
- Reporting to work in an inappropriate condition
- Inability, or refusal to carry out work tasks
- Lack of cooperation with others
- Repeated absences/tardiness
- Breach of confidentiality relating to student/staff information
- Inappropriate use of resources
- Falsification of records/reports

The supervisor has the authority to terminate a student's employment as deemed appropriate. Prior to termination, it's recommended the supervisor meet with the student to review unsatisfactory work performance and outline areas needing improvement. Written notice is recommended but not required. The supervisor should notify the Student Work Study Specialist as well.