



Federal Work Study Program Student Manual



CITY COLLEGES
of CHICAGO
Education that Works

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Getting Started

Overview

The Federal Work Study Program (FWS) is a federally-funded financial aid program that provides subsidized part-time employment for eligible students in order to assist them with post-secondary financial needs. City Colleges of Chicago (CCC) complies with the Department of Education's regulations regarding the FWS program and allows students to benefit from this opportunity.

The FWS program encourages students to gain experience in their prospective fields by placing them in areas and departments aligned with their area of study whenever possible. Students are able to use their wages towards educational and living expenses.

FWS jobs are available in areas such as academic departments, laboratories, libraries, administrative offices, student centers and several off-campus locations.

Eligibility

Students must apply for financial aid and be eligible for FWS. The Financial Aid Office determines a student's eligibility. Students who demonstrate financial need are awarded FWS funds on a first-come, first-served basis until funds are exhausted. In order to qualify, the applicant must also meet the following eligibility criteria:

- Student must complete a current-year FAFSA
- Student must be 16 years or older
- Student must be eligible to work in the United States
- Student must be actively attending a minimum of 6 credit hours at CCC

- Student must be pursuing a CCC approved educational credential, degree, or certificate
- Student must be in "Good Standing" according to CCC's Standards of Academic Progress
- Student must have unmet financial need

FWS Awards Limits and Periods

A student is eligible for a FWS award if he/she has unmet need after all grants, scholarships, and other awards have been applied. Students may earn FWS wages up to their yearly award. If a student receives additional aid, his/her FWS award may be reduced as a result.

Students may not begin working before their official start date. In limited circumstances, students may receive permission to work during scheduled breaks in the academic calendar.

In order to maintain eligibility, the student must be enrolled in at least 6 financial aid eligible credit hours and maintain good academic standing. Please note, not all FWS eligible students are able to participate in the program due to funding constraints. CCC cannot guarantee employment or the continuation of employment in the program.

Applying for FWS

Application

All students must complete a FWS application in order to be considered for employment. Paper applications are available in the Financial Aid office located on each campus.

Resume

Students must also submit a resume to the Financial Aid Office. The application will not be marked complete until the resume has been received. If the Financial Aid Office receives an application without a resume, the student should not be considered for employment until the resume has been submitted. If students do not have a resume or need assistance creating one, they may visit the appropriate Student Services Office located on their campus.

Deadlines

The Financial Aid Office will begin accepting new applications and resumes for the Fall term beginning May 1st of each year. Applications will be handled on a first-come, first-served basis. Employee selection will begin July 15th. If a student is not eligible at the time of selection, they will be placed on a waiting list until they meet all eligibility criteria.

The Hiring Process

Award Amounts

Once the Financial Aid Office has received a student's application and resume, they will determine if the student meets the eligibility requirements. If eligible, the Financial Aid Office will offer a FWS award. An individual student's financial aid award will not exceed the following amounts: full academic year- \$5000, one semester only - \$2500.

Placement

The FWS Coordinator will attempt to place students into a position that aligns with their field of study. The Financial Aid Office will work with the college departments to ensure students are appropriately placed in areas related to their current academic or future career paths. Student

athletes may not work in positions associated with an athletic program.

Interviews and Selection

All students are required to interview with their prospective departmental supervisor. The interview will allow the supervisor and student to discuss skills, training, schedules, and other matters pertaining to the job. The supervisor will decide if the student is qualified for the position and will notify the FWS Coordinator of his/her decision.

Background Check and Drug Screening

Applicants for jobs designated as "sensitive" must pass a criminal background check and drug screening. Student employees are given a student job title based on the duties and responsibilities of the position. Each job includes a designation of whether or not the position is a "sensitive" position. Sensitive positions include:

- Child care positions
- Security-Safety positions
- Positions that involve access to confidential information

All applicants for student employment in a "sensitive" job position shall be required to disclose and certify their criminal history and shall be subject to criminal history background verification and drug screening. "Criminal history" shall mean a history of criminal convictions in any State or territory of the United States of America.

All offers of employment for "sensitive" jobs are conditional upon the student applicant's successful completion of the drug screen and criminal background check.

Orientation

All new FWS employees must attend an orientation. The Financial Aid Office will give new employees the orientation's time and location. The orientation will inform students of employee expectations, payroll procedures and other CCC policies and procedures. The student must sign into the orientation, and the FWS Coordinator must approve that the student completed the orientation before he/she can begin working. In some cases, the orientation will consist of a personal appointment with the FWS Coordinator.

Working

Wages

The wages for the FWS program are determined by the state minimum wage. Wages for these positions are \$8.25 per hour. Eligible students may receive an increase of \$.25 per academic year, based on satisfactory performance evaluations.

All wages paid to FWS students are subject to the withholding of Federal, State, and local income taxes unless the student is eligible for exempt status. Students will receive W2 tax forms by January 31st for the prior year's earnings.

Schedules

The number of hours a FWS employee may work should be mutually agreed upon by the student and the supervisor based on institutional need, the student's schedule, and other constraints. Students may work no more than 20 hours per week. A student's work schedule cannot conflict with his or her class schedule. Students are not permitted to work during class time.

Absences

It is the responsibility of each student employee to secure advance approval from their immediate supervisor for all anticipated absences. FWS employees unable to report to work must give notice of their absence directly to their immediate supervisor within one-half (1/2) hour of the scheduled reporting time. An explanation as to the nature of the absence must also be provided. If the absence extends beyond one day, daily notification is required unless other arrangements have been made with the immediate supervisor.

Breaks

FWS employees working 5 1/2 consecutive hours or more shall be afforded a 30 minute unpaid meal break. FWS employees working at least 4 continuous hours shall be afforded a 15 minute unpaid break time.

Supervisors can schedule break periods beyond the above-mentioned requirements, but are not obligated to do so. Break periods are not cumulative and omission of break periods may not be used as a basis for leaving work early.

Training

If FWS employees require job or special-skills training prior to the start of their position, they will be paid at their normal hourly rate for these sessions.

Payroll Procedures

FWS employees are paid bi-weekly, every other Friday. The first paycheck is held for 2 weeks due to student employees being paid 2 weeks after the close of a period. Students may choose to receive their funds through Direct Deposit, the U.S. Bank debit card or paper check.

A student can only be paid for the time that he/she worked. Attendance must be reported in 1/2

hour intervals. All timesheets must be approved and signed by the student's supervisor. Time sheets that are incorrect or submitted late will delay the student's pay.

Please note, a student cannot submit his/her own timesheet to the Financial Aid Office. Only the student's supervisor can submit the timesheet to the Financial Aid Office. This policy will be strictly enforced.

Changing Positions

Students may only hold one FWS job at a time. Under extenuating circumstances, a student may request to be placed in another position. The student must submit a formal request in writing to the Financial Aid Office. The position change must be approved by both the Financial Aid Director and FWS Coordinator. The FWS Coordinator will work with the student and college departments to place the individual into another position. However, there is no guarantee that another position will be available.

Performance Evaluations

At the end of each period of employment, the supervisor will evaluate the FWS student on their performance and offer feedback on how to improve. The supervisor and the FWS student will meet to discuss the evaluation and collectively come up with an improvement plan if needed. Students who receive a dissatisfactory review may be terminated from the program.

Ethics Policy

All CCC student employees are required to place the interests of CCC before all other interests. To that end, an Ethics Policy has been separately published and can be found on the CCC Office of Human Resources web site at www.ccc.edu/HR.

FWS employees are required to adhere to its provisions. Employees who violate its provisions shall be subject to discipline, up to and including termination of employment. All FWS employees are required to complete a yearly Ethics Orientation. Failure to abide by this policy may result in termination.

Dress Code and Professionalism

Student employment is to prepare students for "real-world" work and mandates ethics, dress code, and workplace conduct.

In the interest of Service Excellence, FWS students must maintain a professional demeanor at all times. Employee dress should be neat and unsoiled in appearance as well as in a manner consistent with a professional atmosphere, keeping in mind the impression made on clients, visitors, employees and other students.

No revealing, soiled, and/or malodorous clothing; clothing with obscenities; or other clothing that is inappropriate for a professional environment will be permitted. Employees who fail to comply will be asked to make appropriate changes before returning to work.

Students are encouraged to participate in professional development opportunities offered by the college career center.

Resignation, Disciplinary Actions and Termination

A student who wishes to resign from his/her FWS position should give a 2 week notice and submit a resignation letter to the FWS Coordinator.

Students who engage in misconduct are subject to termination of employment.

The following behaviors will result in immediate and final termination from the FWS program:

- Falsification of timesheets
- Refusal to complete the Ethics Test
- Refusal to participate in drug testing (when required)
- Misuse of City Colleges of Chicago equipment or resources
- Behavior that endangers the student or others
- Insubordination
- Inappropriate use of confidential information

If a student's placement in a FWS position is unsuccessful for any reason other than those mentioned above as grounds for immediate and final termination, the Financial Aid Office will make one more attempt to place the student in a suitable position. If this second placement fails due to actions on the part of the FWS student, the student may be permanently terminated from the FWS program at City Colleges of Chicago.

If a student fails to meet any eligibility criteria at any time (enrollment in 6 hours, etc.), he/she will be immediately terminated from the FWS program.

Employee Indebtedness

FWS students are considered CCC employees. Therefore, City of Chicago policies regarding municipal debt apply. If a FWS student owes a debt to the City of Chicago, he/she can be terminated for failure to make payment arrangements for that debt.