

**MESA COMMUNITY COLLEGE
FEDERAL WORK-STUDY
GUIDE FOR STUDENTS
2015-16**

Created by MCC Career Services
Updated 06/03/2013

FEDERAL WORK-STUDY GUIDE FOR STUDENTS

You are entering a program that has proven its worth in helping students like yourself through college. Many student employees at Mesa Community College (MCC) use their Federal Work-Study (FWS) supervisors as references for jobs off-campus or after they leave college.

In MCC Federal Work-Study, you can acquire marketable job skills and establish valuable friendships if you enter this experience with enthusiasm, determination, a willingness to learn, and a positive attitude.

This handbook is designed for you to become acquainted with the MCC Federal Work-Study Program. We will inform you about your responsibilities as a student employee, and answer many of the questions student employees frequently have about Federal Work-Study.

Enjoy your job while you attend MCC. All of us—administrators, faculty, and staff—wish you a hearty “Welcome Aboard!”



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STEPS TO OBTAINING A FEDERAL WORK STUDY (FWS) JOB

How do I obtain a Federal Work-Study job? Below is a checklist with the steps! You first must apply for Financial Aid, using the on-line FAFSA form. Go to www.mc.maricopa.edu/finaid and complete this form. Then, once you get notification it was processed, complete the following steps.

Please check off steps as you complete them. Skipping any step will delay the date you can start working.

- _____ Go to Financial Aid to verify your eligibility for the Federal Work-Study (FWS) program. (You may skip this step if you already have been awarded FWS, or if you previously received verification from Financial Aid on your Award Summary.)

- _____ View the current FWS openings on the Career Services web site at www.mesacc.edu/career/workstudy. Apply to the department/s of your choice. Get hired. Your supervisor will send you to the campus Human Resources Dept. to complete some required employment paperwork. If you are a continuing student and want to work in the same department as last year, see your supervisor.

- _____ Your supervisor will finish the hiring documents. Check with your supervisor for your start date.

FEDERAL WORK-STUDY AT MCC—WHO, WHAT, WHY?

What is Federal Work-Study?

In a word, Federal Work-Study means *jobs* for students. It is a form of Federal Financial Aid, and you must apply for financial aid to determine if you are eligible for this program.

Why does MCC have a Federal Work-Study Program?

The MCC Federal Work-Study Program is intended to assist students in meeting college expenses. Student employees assist the regular college staff in performing many activities on campus and, as such, are a valuable resource to enhance the quality of service that MCC can provide to the community.

Working on campus gives you the opportunity to master marketable job skills, gain self-confidence and acquire valuable work experience that will transfer to career-related positions in the outside job market.

Research indicates that, at MCC and nationally, student employees have higher grade point averages, successfully complete more credits per semester, and have clearer educational and career goals than students who do not work.

Therefore, we recognize that for you, the potential or current MCC student employee, there are not only career-related benefits from your participation in the Federal Work-Study Program, but educational benefits as well.

As part of the educational process, we hope that your participation in the Federal Work-Study Program will provide you with the following:

- ☺ Marketable job-related skills
- ☺ A feeling of responsibility towards performing your job duties to the best of your abilities
- ☺ Pride in your accomplishments as a student employee
- ☺ A positive attitude towards working

Where does the money to pay student workers come from?

Federal Work-Study is one of the U.S. Government's Federal Student Aid Programs designed to help students meet their expenses while attending college. Only students eligible to receive federal financial aid can be paid through this program. A minimum enrollment in six (6) credit hours is required for employment.

If you have applied for financial aid at MCC and are eligible to earn money through the Federal Work-Study program, you will be notified in writing of the amount of money you may earn in the program.

How do I find a job through Federal Work-Study?

If you need help locating a job on campus, MCC Career Services can help. All on-campus openings are posted in the Career Center (job books) and on MCC Career Services' web site at www.mc.maricopa.edu/students/career. Click on the "On-Campus Jobs" link.

Student employees at MCC work in virtually every department on campus. Students are employed in Administration, Maintenance and Operations, Student Services, Admissions and Recruitment, the Children's Center, Library/Access Services, Instructional Departments, and more. Please be aware of the community college's Board Policy (13.1.1-6) which states: "An employee may not initiate or participate in institutional decisions involving direct benefit to a member or members of his/her immediate family, including serving as the immediate supervisor." Therefore, as a MCC student, you may not be employed in a department in which any of your supervisors is a member of your immediate family.

Student employees perform a wide variety of tasks at MCC. Your job assignment will depend on several factors, including your career or academic interests, your job skills, and where your interests and skills are most needed on campus as well as in the department where you work. You may do many different tasks or you may concentrate on a few activities.

What kind of work would I do?

A sample of job assignments students fill includes the following:

- *Clerical work* (data entry, photocopying, answering phones, delivering messages, preparing or sorting mail, etc.). Often students doing this kind of work need to know how to type and how to use a computer.
- *Maintenance work* (cleaning, landscaping maintenance, preparing athletic fields, etc.). Students performing these types of tasks need to be agile and fairly strong, and be willing to get dirty and/or work outdoors.
- *Personal assistance work* (watching children in the Children's Center, tutoring other students, giving tours or directions, assisting students in the computer lab, taking notes for disabled students, etc.). Students doing this kind of work need patience and good communication skills.

This is just a sampling of the jobs available. Check with Career Services for a complete listing of all jobs which are open.

Occasionally, you may be asked to work in a different department for a few hours in cases where a department may be critically short-staffed, if you are able to do the work, and if your department supervisor can spare you. In these cases, you will be expected to "pitch in" and help where you are most needed.

Will I get any training?

Once you have been hired in a job, you will receive training from your department supervisor or other workers in that department to perform your responsibilities and duties.

How will I be evaluated?

Your work may be evaluated from time to time by your supervisor. A written evaluation gives you and your supervisor a specific measurement of how well you have performed your job, and can be referred to if an off-campus employer contacts your MCC supervisor for a reference.

What if I don't like my job? Can I transfer?

Transfers from one department to another at MCC are rare. Most positions are filled and most student employees are comfortable in their jobs.

If you are genuinely dissatisfied with your student employment assignment or have other concerns or problems, instead of quitting or doing poor work in your current job, we recommend that you take the following steps:

- Talk to your supervisor and see if any changes can be made to make your present job more satisfying.
- Talk to the staff in Career Services to ask about transferring to another department. An Advisor there will discuss your request and your reasons for wanting to transfer as appropriate.
- If there is another opening for which you qualify, the proper steps can then be taken to transfer you as well as to fill the opening that your departure from your original department will cause. Students may not be transferred unless released from their present department.

Special Note: If you walk off your job, do not contact your supervisor regarding absence, or do not follow established procedure (see pages 10-12 for an outline of work-study responsibilities), you may be subject to termination.

EARNINGS, HOURS AND EMPLOYEE BENEFITS

What wage can I earn as a work-study student?

Depending on your level of responsibility, your pay rate may vary. Most student jobs at MCC begin at \$8.15 per hour. When you prove you are able to take on more responsibilities; your supervisor can move you up the pay scale.

How much can I earn altogether?

If you qualify to work as a student employee through the Federal Work-Study Program, you will receive a “Financial Aid Award Notification Letter” from Student Financial Services specifying the total amount of money you are eligible to earn.

For example, if you are eligible to earn \$5,600 during the academic year (i.e. from the beginning of the Fall semester to the end of the Spring semester) and you are earning \$8.15 per hour, then you can work 687 hours during this period ($\$5,600 \div \$8.15 \text{ per hour} = 687 \text{ hours}$).

You may only work until the last date your Job Hire Document (see your supervisor for this date) or until you have earned the total amount of money you are entitled to earn, as specified in the Award Notification Letter (whichever comes first).

How many hours can I work per week?

As long as work doesn't conflict with your class schedule, you may work up to 20 hours per week as a student employee. However, the exact number of weeks will be determined by your supervisor and will depend on your total FWS award. Most students work 15 to 20 hours per week during the semester. The purpose of the Federal Work-Study Program is to help you finance your college education. *Federal regulations prohibit you to work on the Federal Work-Study program at times you are scheduled to be in class.*

What kind of schedule will I have?

MCC departments have varying schedules, depending on the kinds of activities involved. Most departments are open while classes are in session; this includes day and evening hours, Monday through Friday, because their functions involve providing services directly to students. Some departments operate 24 hours a day, 7 days a week, such as College Safety.

Some departments on campus have specific shifts during which time students are employed; other departments are very flexible and allow qualified students to work around their own schedules. Most departments will work with you to arrange a schedule that is convenient for you.

Your schedule will depend on the needs of the department where you are employed as well as on your class and personal schedule. The schedule will take into account the total dollar amount

you are eligible to earn, per your Financial Aid award, which will be used to calculate the total number of hours you may work. You and your supervisor will work out a schedule that might include working a few hours every day or working several hours two or three days a week.

If you develop a schedule where you will work six hours a day or more, you must schedule a lunch break. Lunch breaks, as well as any other breaks you arrange with your supervisor, are **unpaid**, and this time will be deducted from the total hours worked. You will sign out of Time & Labor for any breaks.

The goal will be to find a schedule where you can earn as much of your maximum allowable Work-Study award and provide assistance to your department at the same time. If you find that you cannot earn your entire award in one department, you may search for an additional job on campus so that you may earn more. However, you will be limited to a maximum of 20 hours per week of on-campus work.

What if I get hurt on the job?

If you are ever injured while working, notify your supervisor immediately. They will follow the proper procedures to get you medical attention.

Are there any other employee benefits for student employees?

Because Federal Work-Study is viewed as a component of your college education, you are considered to be a temporary employee of MCC. As such, you are not entitled to employee benefits such as vacation, sick leave, or health insurance. However, you may want to consider enrolling in the MCC Student Insurance Plan. Contact the Dean of Student Affairs' Office for enrollment information.

DISMISSAL OF STUDENT EMPLOYEES

What are the causes for dismissal?

Student employees may be dismissed from employment at MCC.

The following are examples of acceptable reasons for termination. It is not meant to be a complete list. Each case in which a supervisor wants to terminate a student employee will be treated individually by MCC to see if there is a good cause for dismissal.

- Drug or alcohol use on the job
- Theft
- Refusal to work
- Excessive tardiness
- Excessive absences
- Willful destruction of property
- Physical or verbal abuse towards another person

- Falsifying time records
- Unauthorized absence from your work area
- Using inappropriate (i.e. vulgar) language
- Failure or inability to carry out instructions
- Sleeping on the job
- Dropping below the required number of credit hours

As a student employee, you have the right to pursue official grievance procedures regarding termination if you believe you are being warned or terminated unfairly. Contact Career Services for more information about this process.

If I am terminated from one job, can I get another?

Students who have been dismissed from one Work-Study job are not automatically transferred to another position, even if there is money remaining in their Work-Study award allocation. Most of the time, all Work-Study jobs are filled, and students who are terminated from Work-Study jobs must look for employment off-campus. Also, on-campus supervisors may share reference information about you—therefore, another department may not be interested in hiring someone who was let go from another department because of poor work habits. *Treat your Work-Study position as a real job (because it is), and take it seriously!*

WHAT DOES IT TAKE TO BE A SUCCESSFUL FEDERAL WORK-STUDY STUDENT?

Do your job.

Being employed by the MCC Federal Work-Study Program is the same as being employed at any other job. When you walk through your department door to work, you are no longer just a student but an employee of the college! Here are a few tips to help you develop the kinds of work habits that every employer will appreciate in you.

You are expected to complete all duties and tasks assigned to you. Some tasks may appear unpleasant, tedious or boring, yet doing all tasks to the best of your ability is what is expected of you. If you cannot do a task because of lack of experience, or if you do not understand what you are assigned to do, let your supervisor know. He/She will help you.

While on the job, use your time wisely. There will usually be plenty of work to keep you busy. When you complete an assignment, tell your supervisor so that he/she can give you new tasks or instructions—don't wait for him/her to ask you if you are done with the job. If work is slack, check with your supervisor to see if there is anything else you can do. *You may NOT study while you are on duty.*

Ask questions and try new things.

All workers, whether experienced or brand-new to the job, face tasks and duties that are unfamiliar or difficult at times. Everyone appreciates the chance to learn new skills—it keeps a familiar job from becoming boring, and having a variety of skills can make you an even more valuable employee to your department. Ask your supervisor to explain activities that you don't understand. Once you are comfortable with the routine aspects of your job and are performing them to your supervisor's expectations, talk to him/her about trying new activities or learning a new skill in your department. If you take on new tasks that require a higher level of responsibility, you might even be eligible for a raise! Keep asking questions until you get the information you need to do your job well.

Be where you are supposed to be when you are supposed to be there.

Punctuality is very important. You are expected to report to work on time. Let your supervisor know when you have arrived for work, so that he/she can discuss your work assignments for that day with you.

If you cannot be at work on time, make arrangements ahead of time with your supervisor. When you are sick or have an emergency and will be late or cannot be at work at all that day, call your supervisor so that arrangements can be made to cover your duties, if necessary.

Be sure to keep your supervisor advised of your whereabouts during your shift; you must notify your supervisor if you need to leave your work station for any reason.

Failure to be at work on time or having too many absences is grounds for dismissal in the Work-Study Program.

Avoid distractions—keep your mind on your job.

If your friends or family want to talk to you or see you while on the job, let them know that you are working and make arrangements to get together or talk with them later, when you're off duty.

Departmental telephones must be kept available for MCC business only. Tell your friends and family not to call you at work unless there is an emergency. If you need to make an emergency call, notify your supervisor.

Look and act the part of a person at work.

Employees are expected to be prepared to work physically and mentally. In every workplace, there are general standards of personal hygiene or cleanliness that allow people to work comfortably together. Make sure that your body, hair and clothing are clean when you come to work. Avoid using too much make-up or cologne.

Work is not the place to eat, smoke, comb your hair or file your fingernails. You are expected to do these things when you are off duty.

At MCC, although the atmosphere is generally casual, you may have to wear certain kinds of clothes to be able to do your job well. (This could mean wearing athletic shoes instead of dress shoes or sandals.) Skimpy or suggestive clothing is never appropriate in MCC's workplace. Comfortable clothing that fits well and which is compatible with the duties and image of the department where you work are appropriate. Check with your supervisor to see if there is any special dress code you need to follow.

Another aspect of "fitting in" when you work is to be able to get along with people you come in contact with. At MCC, these people include your supervisor, other staff and student employees in your department, personnel from other departments or college, students, and the general public.

To serve effectively as a representative of MCC and to work well with your co-workers, make sure you treat everyone with the same courtesy and respect with which you would like to be treated. If you dislike or disagree with some people, or if some people are difficult to please, remember to focus on your responsibilities and do your job the best you can. Ask your supervisor to help you if you have any problems helping or getting along with people.

Finally, to be the kind of employee you are expected to be, remember to work with enthusiasm. No job is without pressure or stress, and every job requires doing some tasks that may be boring or unpleasant. Your attitude at work plays a big part in how valuable an employee you are, and it also plays a big part in how satisfied you will be with your job. *Remember that you perform a function vital to the success of your department and to MCC, and let your attitude and behavior reflect this.*

Is there anything I need to know about once I start working?

Yes, you are responsible for signing in and out on the computer when you arrive to and leave your place of work. Your supervisor will verify your hours at the end of each pay period and forward your record to payroll.

You may never work during the hours you are scheduled to be in class.

You are paid by MCC only for the amount of time you actually work.

Payroll periods at MCC are two weeks long, ending on Fridays. A calendar of the exact dates of each payday is available on the district payroll website. You will get paid every other week, for the two weeks prior to payroll week.

Be sure to go over the sign-in procedures with your supervisor, so that you can be paid on time for all the hours you have worked.

If you don't sign in and out on our automated payroll system, your check can be delayed.

What if I am late to work or come in early? Will I get paid for a partial hour worked?

Here is how the system will compute partial hours worked:

- From 0 to 7 minutes—no time recorded
- From 8 through 22 minutes—one-fourth hour or .25 recorded
- From 23 through 37 minutes—one-half hour or .50 recorded
- From 38 through 52 minutes—three-fourths hour or .75 recorded
- From 53 through 60 minutes—one full hour or 1.00 recorded

Remember, you are paid only for time worked. There are no paid breaks, lunch or study time permitted in the Work-Study program. If you and your supervisor agree to a time schedule that includes any breaks, then either the total time you are scheduled to work must be extended or the “break” time must be deducted from the time submitted for pay. Also, unless pre-approved by your supervisor, you should never log in more than 7 minutes before your start time, and you should always log out no more than 7 minutes after your end time.

QUESTIONS, CONCERNS, OR JUST DON'T UNDERSTAND

Career Services.....(480) 461-7592
Regarding jobs available and Referral Forms

Student Financial Services.....(480) 461-7439
Regarding awards, additional funding, earnings

Campus Human Resources.....(480) 461-7487
Regarding I-9 Forms, MCCCCD employment packets, W-4 Forms, Payroll