



# Carl Albert State College

## **Work-Study Policies & Procedures:**

### **Supervisors**

## Table of Contents

Introduction & Contacts.....	3
Types of Work-Study & Eligibility.....	3
Funding & Allocation of Hours.....	4
Job Postings.....	4
Applications & Authorizations.....	4
Terminations.....	5
FWS Information for Department Heads & Supervisors.....	6
Student Work Information.....	6
Other Notes & Policy Violations.....	8

## Introduction

Carl Albert State College (CASC) offers part-time employment to students enrolled for the term in which they wish to work. Department Heads or office Supervisors can request for hours to be allotted to their department for the purpose of employing students. There are two types of student employment available: Federal Work-Study and Institutional Work-Study. Students are limited to working a maximum of twenty (20) hours per week during periods of enrollment in which school is in session and will be paid \$9.00 per hour.

## Contacts

**Form submissions and General Work-Study Questions:** [workstudy@carlalbert.edu](mailto:workstudy@carlalbert.edu)

**Federal Work-Study:** Lisa Billy ([lbilly@carlalbert.edu](mailto:lbilly@carlalbert.edu)) or Crystal Armstrong ([cdarmstrong@carlalbert.edu](mailto:cdarmstrong@carlalbert.edu))

**Institutional Work-Study:** Rena' Brooks ([trbrooks@carlalbert.edu](mailto:trbrooks@carlalbert.edu))

**Human Resources:** Tina Kingrey ([tkingrey@carlalbert.edu](mailto:tkingrey@carlalbert.edu))

**Payroll:** Debbie Hunt ([dhunt@carlalbert.edu](mailto:dhunt@carlalbert.edu))

## Types of Work-Study & Eligibility

**Federal Work-Study (FWS)** is need-based, meaning students must show financial need based on their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (COA).

- FWS employment is funded by the U.S. Department of Education annually. Funds are limited so to be eligible for the FWS program, the student must complete the FAFSA and have financial need based on federal criteria.
- Hours are awarded based on the individual student's needs and may be adjusted during the semester due to changes in their financial aid awards.
- Students must maintain Satisfactory Academic Progress to remain eligible.
- Eligibility does not guarantee an employment position. Positions are available according to CASC need and funding.
- FWS is processed through the **Office of Financial Aid**.

**Institutional Work-Study (IWS)** is not need-based and does not require a FAFSA. It is a part-time, on-campus job typically for those students who may not be eligible for participation in the Federal Work-Study Program.

- IWS is funded by the departments that have specifically requested funds for the purpose of employing students. Funds are not available in all departments so there are fewer positions available.
- Students must be enrolled in a minimum of 6 credit hours per semester.
  - Exception: students working as IWS over the summer do not have to be enrolled in summer courses but must be enrolled in fall courses.
- Eligibility does not guarantee an employment position. Positions are available according to CASC need and funding.

## Funding & Allocation of Hours

### Federal Work-Study (FWS)

The Carl Albert State College (CASC) Office of Financial Aid will receive official notification of available funds from the Federal Student Aid Office of the U.S. Department of Education and then ask Department Heads to complete a google FWS survey for the next academic year. The CASC FWS Coordinator will figure specific amounts and hours for each department requesting workers. See the section [Completing the Federal Work-Study Request Survey](#) on page 5.

Department Heads will be notified of hours available to them for the academic year. Any changes in needed hours or change in supervisors should be communicated to the FWS Coordinator immediately. It is the Supervisor's responsibility to ensure that any FWS student stays within their approved number of hours per week and that their department stays within their allotted hours for the year.

### Institutional Work-Study (IWS)

The CASC Business Office receives a Budget Request from the Department Head of each area on campus each fiscal year that contains a request for student worker funds. These requests are reviewed and approved or amended as budget allotment allows. Institutional hours are approved annually by the Chief Financial Officer (CFO) based on availability of funds within the Operating Budget.

Department Heads are asked to make a request based on their expected need. Any changes in needed hours or change in supervisors should be communicated to the IWS Coordinator immediately. It is the Supervisor's responsibility to ensure that any IWS student stays within their approved number of hours per week and that their department stays within their allotted hours for the year.

## Job Postings

A Department Supervisor can request a federal or institutional job to be posted for their department by submitting a **WS Job Posting Request Form** to [workstudy@carlalbert.edu](mailto:workstudy@carlalbert.edu), available on the CASC website and upon request. The job will be posted on the board outside of the Poteau office and on the CASC website under Admissions → Financial Aid → Student Work-Study.

When the position has been filled, the Department Supervisor should request that the posting be removed to cease further inquiries.

## Applications & Authorizations

### Student Employment Applications:

- If the student has not been an employee before, they must submit a **CASC Employment Application**.
- If the student is a returning work-study, a new application is not required but may be submitted if the student had a change in personal information (name, address, experience, etc.).

Supervisors or Department Heads can ask **Tina Kingrey** ([tkingrey@carlalbert.edu](mailto:tkingrey@carlalbert.edu)) if a specific student has applied for their department or ask **Crystal Armstrong** ([cdarmstrong@carlalbert.edu](mailto:cdarmstrong@carlalbert.edu)) for a list of students who have applied for their department or for “any” position.

## Authorizations:

Once a department has found a student they want to hire, the supervisor of that department must complete a **Student Work-Study Authorization-Termination** form. The authorization must be filled out completely (typed, not handwritten) and then signed by both the Supervisor and their Department Head before being submitted to the appropriate WS Coordinator via **workstudy@carlalbert.edu**.

- **A new Authorization should be completed for each student working in each department every academic year and each summer.**
  - This is because student eligibility changes year to year and from Fall/Spring to Summer.
- The WS Coordinator will review the authorization form and send a copy to HR when it is determined that the form is complete.
- HR will do their side and then contact the student to schedule student worker orientation and complete employee paperwork.
- Once orientation is complete, HR will notify the Department Supervisor and the WS Coordinator to let them know when the student can begin working.

Federal Work-Study students are authorized either for: the amount requested by the department or up to their full eligibility.

- Please keep in mind that just because a student is authorized to work that many hours a week, it does not mean your department has that many hours to utilize.
- It is your responsibility as their supervisor to make sure you schedule them appropriately and do not use more than your allotment.

### ***Example Scenario:***

- A department is allotted 400 hours for the year and they only plan to use student workers during the Fall and Spring semesters. (400 divided by 32 weeks equals an estimated 12.5 hours per week)
- If a student is authorized to work 20 hours per week and this department schedules and approves them for 20 hours per week, that department will use 320 hours by the end of the Fall semester and only be able to utilize their student's 20-hour per week schedule for four weeks in the Spring semester.
- After that point, that department is out of hours and is no longer allowed to use student workers until the next academic year or if there happens to be leftover federal hours to reallocate.

**No student may begin working until they have completed all paperwork and orientation AND the coordinator and supervisor have been notified by HR of an official start date.**

## Terminations

When a student ceases working (whether voluntary or not), the supervisor must complete the **Termination** section of the **Student Work-Study Authorization-Termination** and return it to **workstudy@carlalbert.edu**.

- **A termination should be completed when:**
  - A student is told to stop working by the WS Coordinator, Department Head, or Supervisor
    - This does not apply when students must temporarily cease working due to reallocation of department hours.
  - A student does not plan to return the next semester, whether to the school or that department
  - A student switches departments they work for (but not if departments are sharing a student's hours)

**New Authorizations will not be approved until a Termination has been received for previous students.**

## FWS Information for Department Heads & Supervisors

Campus-Based funding is limited and may change year to year, sometimes drastically. These funds include the Federal Supplemental Opportunity Grant (FSEOG/SEOG) and Federal Work-Study (FWS) Program. Misuse and underuse of funding can lead to a reduction of funds or even a stop to funding altogether. It is important that Department Heads and Department Supervisors do their part in keeping students working within their approved hours per week. It is also important they keep a reasonable standard for work conditions, tasks, training, and scheduling.

### Completing the Federal Work-Study Request Survey

Faculty and Staff will receive a Federal Work-Study Request Survey for each new Academic Year. The survey asks for the Dept Name & Dept Number, if the department plans to hire FWS students, what campus & term they may hire for, how many hours they may need per week, and who will be in charge of supervising the student(s). Anyone who might supervise the student on-site should be listed on the survey.

The survey also explains that any department wishing to utilize FWS funds must submit a job posting as their documentation for student workers. This process also now requires that all supervisors and department heads schedule a training and process review before being allocated hours and allowed to hire for the new academic year.

### Receiving the Allocation, Hours Remaining Spreadsheet, and Supporting Forms

After survey and job posting submissions are confirmed, departments will receive a link to a Google Sheet of their Federal and/or Institutional allotted hours for the year. It will be updated with their student worker information when students are authorized or approved to work. This sheet allows department heads and supervisors to track their hours used and remaining each month. Departments will only have view access to this sheet. If a field needs to be edited, the information to be changed should be emailed to [workstudy@carlalbert.edu](mailto:workstudy@carlalbert.edu).

Departments will receive an email at least twice a year including necessary forms and reminders; once after submitted the request survey and again mid-year as a refresher. Information is also readily available on the CASC website ([carlalbert.edu/admissions/financial-aid/work-study/](http://carlalbert.edu/admissions/financial-aid/work-study/)) and upon request.

### Mandatory Training/Process Review

Both **Department Heads** and **Supervisors** overseeing students onsite and approving time-entry will be required to attend mandatory training to learn about the overall process and management of work-study students. This will only be required once per person unless individual problems arise or processes change. All topics included in this Policies & Procedures manual will be covered in depth in the training.

## Student Work Information

**No student should be working during their scheduled class time** unless supporting documentation for class cancelation is submitted to and approved by their direct supervisor before the scheduled work time.

### On-Campus Work

Students hired for on-campus positions are expected to work within normal CASC operating hours;

**Fall/Spring Terms:** Monday-Thursday 8:00AM-4:30PM, Friday 8:00AM-4:00PM.

### **Summer Term:** Monday-Thursday 8:00AM-4:30PM

Students or Supervisors wishing to work outside of normal hours should contact the WS Coordinator to receive approval for such work. Exclusions to this rule are listed below and include departments/programs that typically have operational hours outside of the standard CASC hours.

- Ex: Academic Resource Center (ARC), Library, Stivers Center, Athletics (Baseball, Esports, Softball, Wrestling), Cafeteria, and Physical Plant

### **Off-Campus Work**

Students hired for off-campus work are expected to work within the schedule set by their supervisor. CASC does not provide transportation for these positions and the off-campus employer is not required to. Students are expected to manage their own transportation as well as ensure their off-campus hours do not interfere with their own school work and class times.

### **When In-Class Instruction is Moved to Virtual Due to Inclement Weather**

If campus is declared closed due to inclement weather, even if classes are still considered in session virtually, students are not expected or permitted to travel to and work on campus. Conditions may apply to off-campus work as well so students are expected to keep in contact with their supervisor.

### **Working Over Breaks**

Any student wanting to work during a scheduled break in the semester will need to submit a **Request for Semester Break & Make-up Hours** form signed by their supervisor *before* the timeframe requested.

- “Breaks” include any day campus is considered closed to students, such as Thanksgiving Break, as well as the time between the ending and beginning dates of the Spring/Summer and Summer/Fall semesters.
  - Ex. May 13 (Spring term end) and June 1 (Summer term begin)

### **Time Entry & Payment**

**Student Work-Study time entry must be submitted via Self-Service no later than the 1<sup>st</sup> of the month.** If the 1<sup>st</sup> falls on a weekend, this should be done before the weekend.

- **Students** need to be entering their actual hours worked **daily** so you aren't guessing at the end of the week or month what they actually worked.
- **Supervisors** need to be approving student hours **at least weekly** to make sure no one is entering more time than authorized.
- View the Self-Service training videos here:
  - [Work-Study Supervisor Self-Service Training Video](#)
  - [Work-Study Student Self-Service Training Video](#)

**Off-campus student workers** will enter their time via Self-Service to be reviewed by Financial Aid **AND** submit a paper timesheet signed by their off-campus supervisor to the Office of Financial Aid. Students may submit a copy of their time entry used by their off-campus employer as long as the dates and times worked are clear.

**Approved work will be paid on the 12th of the month.** If the 12th falls on a weekend payment will be the Friday before. Payments will be delayed until the next month if time is not entered and approved in the appropriate time-frame.

## **Other Notes & Policy Violations**

- No student can work in a position in which someone in their immediate or extended family is the supervisor for that department.
  - This means that the person who signs the authorization and the timesheet as the supervisor cannot be related to the work-study student.
- All work-study related forms are available at [carlalbert.edu](http://carlalbert.edu) under Admissions → Financial Aid → Student Work-Study.
- **Students, Department Heads, and Department Supervisors caught violating any of the above policies may be required to reduce hours or give up hours depending on the severity of the violation.**
- **As stated in the Student Work-Study Authorization-Termination;**
  - **Department Heads and Department Supervisors assume the responsibility of ensuring all employed students are working their appropriate hours and that the annual allotment is not being exceeded. Heads and Supervisors also understand that should the allotment be exceeded, the department will be responsible for any funds owed to the student.**