Work-Study Supervisor’s Handbook
Table of Contents

Introduction & Earnings Control

Work-Study Supervisor Responsibilities, Guidelines & Hiring Procedures

Guidelines for Work-Study Employees

Checklist for Work-Study Supervisors

Questions & Answers about Work-Study Employment

Work-Study Job Description Announcement

Work-Study Time Sheet

Work-Study Performance Evaluation

Work-Study Exit Interview Questionnaire
Introduction

The primary purpose of the state and federal college work-study programs is to provide students with part-time employment in order to better meet their educational expenses. Additionally, it helps meet the labor needs of the Community College of Aurora (CCA) and can be a meaningful part of the student’s educational process.

These programs allow CCA to employ qualified students at a reduced cost to the institution. Funding for these programs is based on an annual cycle. Offers of employment opportunity are incorporated in a student’s financial aid package and may not be made unless the student has submitted a Free Application for Federal Student Aid (FAFSA) by the specified deadline date. Students must show a “documented need” based on the FAFSA that was submitted for processing. In certain cases, funds are awarded on a “no-need” basis. These monies are extremely limited. Commitments of funds to students may be made only through the Financial Aid Office.

Because of the limited availability of funds, it is very important that students who are interested in applying for student employment do so early in the regular application cycle. This means that student applications should be submitted in March of the year proceeding the academic year. Questions regarding application procedures and forms should be directed to the Financial Aid Office.

Earnings Control

Earnings control is necessary because of the statutes and regulations governing Financial Aid Programs. The Community College of Aurora is 100% liable for each dollar provided to any student through any resources in excess of his/her documented need.

All recipients of student employment will be limited to specified gross earnings for each eligibility period. This limitation will be stipulated in the student’s financial aid award notice and on the Student Employment Eligibility Sheet. After students have earned their maximum award, they are not eligible for further earnings of any kind unless additional financial need can be demonstrated. It will be the responsibility of each supervisor to establish internal controls that will ensure the earnings limitation is not exceeded. A spreadsheet will be provided to each supervisor to assist in monitoring each student’s earnings.

Occasionally a student exhausts his/her employment allocations before the end of the award period. If this situation occurs, the student must visit the Financial Aid Office as soon as possible. If the student continues to work without proper authorization, it could jeopardize (1) his/her future financial aid and (2) the school’s continued receipt of federal and state funds, as indicated above.
Work-Study Supervisor Responsibilities, Guidelines & Hiring Procedures

Due to the financial aid process being automated, students must submit a Free Application for Federal Student Aid (FAFSA) and provide all other required documents by the scheduled deadline dates to be considered for federal or state work-study. If you wish for a student to continue working for your department, the student must apply for financial aid by the published deadline dates.

1. Departments who wish to hire students are required to submit a Work-Study Job Description Announcement to the Payroll Office for each job title. These job descriptions will remain on file in the Work-Study Job Openings Book located in the Payroll Office as well as online at www.ccaurora.edu/finaid/wsjobs.htm.

2. When requesting a specific student or students to work in your department, have him/her contact the Payroll Office to retrieve a Work-Study Employment Eligibility Sheet. Please be advised that placement is not guaranteed if that student has not completed the necessary Financial Aid Applications by the specified deadline dates.

3. Revisions, Retractions, and Posting of Jobs: Job descriptions, as listed by the supervisor on the Work-Study Job Description Announcement, are posted in the Work-Study Job Openings Book, as well as online, and updated often. If the supervisor wishes to revise the job description, a new Work-Study Job Description Announcement must be submitted. If the supervisor wishes to retract a job, contact the Payroll Office immediately in writing. Jobs will remain posted during the Fall and Spring semesters, or until the job ends, whichever comes first.

4. Referral and Hiring Process: Once a student is awarded work-study money, they are referred to the Work-Study Job Openings Book or the website for employment opportunities. If a student does not attempt to interview or locate a job within three weeks after being awarded work-study money, their funding will be cancelled and awarded to the next person on the work-study waiting list. Names of available students will not be provided to each department in order to solicit students for interviews.

When students interview with a potential employer, he/she will have in their possession a signed Work-Study Employment Eligibility Sheet. This form will alert the employer that the student is actually an awarded work-study student. The signed Work-Study Employment Eligibility Sheet should list the student’s name and the amount of their work-study award, as well as their hourly rate. Once the student is hired and all employment requirements have been reviewed with the student, the signed Work-Study Employment Eligibility Sheet and Guidelines for Work-Study Students must be returned to the Payroll Office for processing. Students will receive the necessary employee paperwork at that time which must be completed before employment begins.
5. Students who are not officially awarded work-study money may be interviewed by the department but not guaranteed work-study employment if he/she cannot present an official Work-Study Employment Eligibility Sheet.

6. Supervisors have the responsibility to relay in writing their expectations regarding dress, skills, attendance, etc. to their work-study students.

7. Supervisors can, and should, place students on warning and may terminate their employment with justified and documented cause. Students who are terminated should be referred to the Payroll Office for further placement assistance. The Payroll Office will only place a work-study student twice in an academic year (Fall, Spring & Summer semesters), whether they have quit or been terminated. Once a work-study quits or is terminated for a second time, they are immediately placed at the bottom of the work-study waiting list for placement. The Payroll Office must be notified in writing if a student has terminated, whether by the student or the supervisor. **If you have reason to terminate a work-study student, the Payroll Office cannot guarantee immediate placement of that work-study.**

8. Work-study students are eligible for a raise once during their employment. If a work-study student has been continuously working in the same department for one academic year, they are entitled to a $0.50 per hour raise. A request for a raise must be in writing and submitted to the Payroll Office. A raise will not automatically be given to a student without the supervisor’s request.

9. **Timesheets:** Supervisors are responsible for verifying the hours on all timesheets as well as signing the timesheet for verification of hours worked. **Timesheets are due in the Payroll Office the Monday after payday no later than 12:00 p.m. Timesheets turned in after this deadline will not be processed until the next payday. There will be no exceptions.**

10. Incomplete timesheets will be returned to the department for corrections. This delay may result in the student not being paid. If a supervisor is not available to sign the timesheet when they are due, the supervisor is responsible for making arrangements for someone else within the department to sign the timesheet. **Please Note:** Any person signing timesheets must be authorized to sign for the department and must have a signature on file with the Payroll Office. Any person signing a timesheet should have direct knowledge of the hours worked as they appear on the timesheet. For the protection of each department, supervisor signatures will be verified on every timesheet submitted to the Payroll Office. A **work-study will not be paid if the supervisor’s signature is missing. There will be no exceptions.**

11. Supervisors are responsible for keeping track of the available balance and hours for each work-study student. A spreadsheet will be provided to each supervisor to assist in monitoring each student’s earnings. Please be advised that all college work-study awards are based upon the availability of funds and may be revised during the school year without prior notice. **Any amounts worked in excess of the scheduled award will become the responsibility of the supervisor’s department to pay.**

12. Supervisors are to establish regular work schedules and should take into consideration the student’s class and vacation schedule. Furthermore, supervisors should keep in mind that a student’s schedule may change each semester. Students are allowed to work a maximum of **20 hours per week** while attending classes and a maximum of **40 hours per week** ONLY over scheduled student vacations when CCA is open (i.e. Christmas Break, Spring Break, in between semesters, etc.) and only if there is sufficient funds to cover these hours in the work-study allocation.

13. In the case of a student complaint with the department, students should speak with their supervisor, the department chair, and the division chair in that order. In the event that the student and the department are
not able to reach satisfactory results, the student and/or the supervisor should contact the Human Resources Office.

14. Students must register for a minimum of six (6) credit hours each semester and maintain satisfactory academic progress to qualify for work-study. If a student falls below the six (6) credit hours by receiving a grade of AW, W, WF, U, F, I, Z, IP, OE, AU and/or a complete withdrawal, the student must stop working immediately. Any amounts worked in excess will become the responsibility of the supervisor’s department to pay.

15. If a work-study student wishes to continue employment during the summer semester, they must complete a Summer Consideration Form and contact the Financial Aid office to be added to the waitlist. This form will be available beginning April 1st of each year. In order for a work-study student to continue working during the summer, they must have been awarded for the summer semester. Current work-study students will not have bumping rights or receive special treatment. Work-study students will need to obtain a new Work Study Employment Eligibility Sheet from the Payroll Office no later than the first day of the summer semester.

16. If a continuing work-study student has not been awarded for the summer semester, they must stop working at the end of the spring semester as indicated by the end date on the Work Study Employment Eligibility Sheet. If a work-study student continues to work past this date, the department will be responsible for the entire earnings, which begin incurring the day after the spring semester ends.

17. Work-study students are an enhancement to your regular staff, not a replacement. The Financial Aid Office makes every attempt to meet the requests of each department depending on funding. The Financial Aid Office can, at any time, reduce or suspend a work-study award.

18. Please advise your work-study students that when they are not working, they are not an employee of the college. They must wait in line, make appointments and behave like all other students when visiting any department within CCA.

19. Adjustments may be made to your award if you subsequently are awarded other financial aid. Also, your award will be adjusted if it is determined that you will not work the total amount of the original work-study award.
Guidelines for Work-Study Employees

1. The work-study program at the Community College of Aurora (CCA) is designed to help you earn a portion of your college expenses while giving you valuable work experience. You may not earn more than the gross amount listed on your financial aid award letter. If you are unsure of the balance left to work on your award, speak with your supervisor or contact the Payroll Office.

2. You must be making satisfactory progress toward a degree or certificate and be enrolled in at least six (6) credit hours in order to participate in the work-study program.

3. This is an employment opportunity. You will be paid only for the actual hours worked.

4. It is your responsibility to coordinate your work schedule with your supervisor and to meet it to the best of your ability. You may not work during the times when you have scheduled classes.

5. If you are not able to work for any reason, you must notify your supervisor in advance. You will only be excused if it is an emergency situation.

6. You are a representative of CCA; therefore, your demeanor and appearance should be in accordance with your supervisor’s request.

7. Your position is the same as any other job. The lack of performance, attendance, tardiness, etc. is justifiable cause for your dismissal.

8. You will be paid every two weeks. It is your responsibility to ensure that your timesheet is signed by both yourself and your supervisor before it is turned into the Payroll Office. Timesheets will NOT be processed without the supervisor’s signature. Failure to turn your timesheet into the Payroll Office by the deadline, Monday by noon after payday, will result in a two week delay.

9. It is imperative that your timesheet be prepared accurately. Inconsistencies will be checked and action will be taken if evidence of falsification exists.

10. Once you have accepted a job, you are expected to remain in the job until your allocation has been earned. If, however, you do decide to terminate your employment, you are expected to give your supervisor two weeks notice and contact the Payroll Office in writing of your desire to terminate your job. Once your work-study job is cancelled, you will be taken off of the work-study list and will only be eligible for work-study again if you re-apply.

11. If you interview for a job but are not hired by the department, return to the Payroll Office for another referral. Remember to bring all copies of your Work-study Eligibility Sheet and these guidelines with you on the job interview.

12. If you are terminated for any reason, you must notify the Payroll Office in writing immediately. The Payroll Office will try to assist you in locating another position.

13. If you will not work the entire amount awarded to you, please come to the Payroll Office to adjust your award accordingly.
14. You must apply for financial aid and be determined eligible for work-study each year. You will not be guaranteed a job in the same department you worked in the previous year if your financial aid applications are not turned in by the proper deadlines. Your Financial Aid Award letter will show if you have been awarded work-study and how much.

15. You are allowed a raise in pay each year. In order to be eligible for a raise, you must remain working in the same department for one full year. Your supervisor must feel that it is justifiable to give you a raise and must submit a request to the Payroll Office in writing for a request in your pay raise.

16. Your job placement is only effective for the period of your financial aid work-study award. You must report each year to the Payroll Office for an updated Work-study Employment Eligibility Sheet.

17. It is your responsibility to abide by your supervisor’s guidelines. Any complaints about your work situation should try to be resolved between you and your supervisor, otherwise, you may contact the Human Payroll Office for assistance.

18. It is your responsibility to keep CCA aware of your current address and telephone number. Any changes should be made with the Admission’s Office and, if you are employed, with the Payroll Office.

19. If you do not turn in a timesheet to the Payroll Office for two consecutive pay periods, your work-study award may be cancelled and given to another student.

20. Adjustments may be made to your award if you subsequently are awarded other financial aid. Also, your award will be adjusted if it is determined that you will not work the total amount of the original work-study award.

The Work-study Employment Eligibility Sheet as well as an employment packet must be turned in to the Payroll Office in order to be paid. Failure to do this will result in a delay of payment.

Sign the bottom portion and return to the Payroll Office to receive an employment packet.

I have read and fully understand the guidelines for work-study employees for my work-study position.

Student Signature

Printed Name

S#

Date

Supervisor’s Signature

Date

Department Name & Location

Supervisor’s Phone #

Please return only the bottom portion of this form to the Payroll Office along with the Work-Study Employment Eligibility Sheet as soon as possible. Failure to return this form may result in cancellation of work-study award.
Checklist for Work-Study Supervisors

June through July

☑ Submit a Work-Study Job Description Announcement for each position in the department for the Fall and Spring semesters. It is strongly recommended that the requests be submitted before the Fall semester begins.

☑ Work-Study Job Description Announcements will be kept on file in the Payroll Office for the entire Fall and Spring semesters or until the job request ends.

☑ When a work-study student is hired, return the Work-Study Employment Eligibility Sheet to the Payroll Office. The Work-Study Employment Eligibility Sheet as well as the Work-Study Guidelines must be signed by both the student and the supervisor. All employment paperwork must be completed with the Payroll Office before a student can begin employment. If paperwork is not completed, the student’s timesheet may not be processed.

☑ After hiring a student, determine what the students’ work schedule will be. Keep in mind that a student cannot work over 20 hours per week while they are attending class, nor can they work while they are scheduled for classes.

August through March

☑ Verify the hours worked on each timesheet before it is submitted to the Payroll Office for processing. The timesheet must be signed by both the supervisor and the student and completed accurately.

☑ Be sure that all work-study timesheets are turned into the Payroll office every other Monday after a payday no later than 12:00 noon. If a timesheet is not turned into the Payroll office by this deadline, the timesheet may be delayed and not processed until the next pay period.

☑ At the beginning of each semester, determine the hours to be worked by the student according to the student’s remaining work-study allocation and class schedule.

☑ Keep the Payroll Office updated on any changes related to the hiring or termination of any work-study student(s) in writing.

April through May

☑ Submit a Work-Study Job Description Announcement for Summer positions on or before May 1st to ensure that students will be available for Summer. If the position is not already on file with the Payroll Office, submit a Work-Study Job Description Announcement as soon as possible.

☑ A request for Summer must be completed even if the student is continuing in the same position. Remember that a student must be taking at least 6 credit hours to receive work-study funding for the Summer semester.
Questions & Answers about Work-Study Employment

There are a number of questions that are frequently raised regarding work-study employment regulations and practices. The following questions and answers attempt to anticipate some of your information needs. Additional questions should be directed to the Financial Aid or Payroll Office.

Q: What kind of work can I (the supervisor) give to a work-study student?
A: You cannot ask a work-study student to do personal tasks not related to college business. You can assign any task related to the operations of the academic programs, the maintenance of your department, or the support of the institution in general.

Q: Can a supervisor fire a work-study student?
A: Yes. You are not obligated to provide the student with a position if the performance is not satisfactory. Likewise, you may layoff work-study students if there is not enough work to keep that student busy on a regular basis. Supervisors must be able to defend the basis for termination if and when such actions are challenged. The supervisor should realize that if a work-study student is terminated, immediate replacement of that work-study student is not guaranteed. Remember that student employment funds have been obligated to that particular student; if that student is terminated, the earnings potential stays with him/her and the Payroll Office merely helps the student find a new position.

Q: If I need additional work-study student help, how can I request it?
A: Forms for this purpose, called the Work-Study Job Description Announcement, are available upon request from the Payroll Office.

Q: Who can supervise work-study students?
A: Any permanent employee of CCA may be designated as a supervisor as long as they are authorized on to sign timesheets and supervise work-study students. Generally the person who has the most direct, day-to-day contact with the work-study student is the logical choice for supervisor.

Q: How many hours per week may a student work?
A: Students are only allowed to work a maximum of 20 hours per week while attending classes and a maximum of 40 hours per week ONLY over scheduled student vacations when CCA is open (i.e. Christmas Break, Spring Break, in between semesters, etc.) and only if there is sufficient funds to cover these hours in the work-study allocation.

Q: When can I give my work-study student a raise?
A: Work-study students are eligible for a raise once during their employment. If a work-study student has been continuously working in the same department for one academic year, they are entitled to a $0.75 per hour raise. A request for a raise must be in writing and submitted to the Payroll Office. A raise will not automatically be given to a student without the supervisor’s request.
Q: Does my work-study student have to be enrolled during the semester to continue working his/her work-study position?
A: Yes. A student must be enrolled in at least 6 credit hours to participate in the work-study program at CCA.

Q: I am not getting any students to interview, how do I know that they are aware of job openings in our department?
A: Once a student is awarded work-study funds, they are referred to the Work-Study Job Openings Book or the website at www.ccaurora.edu/finaid/wsjobs.htm. It is the responsibility of each hiring department to keep the Payroll Office informed in writing of job openings to keep the book and website updated. If the student has not found a position within 3 weeks after being awarded, their work-study award is cancelled and may be given to another student.

Q: My work-study student has money left over from the Fall/Spring semester, can they use this money for the Summer semester without having to request it?
A: No. Summer funding is very limited and must be requested by each department in writing. Work-study students wishing to continue their employment during the Summer semester must complete a Summer Consideration Form with the Financial Aid office. Any extra money a work-study student has left from the Fall and Spring semesters goes back into the general fund to be awarded again.
# Workstudy Job Description Announcement

<table>
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<tr>
<th>Job Title</th>
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<tr>
<td>Department</td>
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<tr>
<td>Campus &amp; Location</td>
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<tr>
<td>Supervisor</td>
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<tr>
<td>Phone</td>
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</tbody>
</table>

## General Description

| Number of Hours Per Week |

## Duties & Responsibilities

- *

## Qualifications

- *
# Hourly Timesheet

Fill out form completely in BLUE or BLACK ink. Must be signed, dated and SUBMITTED TO PAYROLL BY NOON, MONDAY AFTER PAYDAY.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Reg. Hrs.</th>
<th>O/T Hrs.</th>
<th>Total</th>
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**FIRST WEEK TOTALS**

**SECOND WEEK TOTALS**

**GRAND TOTALS**

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**FOR PAYROLL USE ONLY**

POSN

ORG/FOAP

Employee Signature Date

Supervisor Signature Date

I hereby certify that I have worked all of the hours listed above and that this timesheet is complete and correct. I understand that any misrepresentation or falsification of this timesheet will result in the appropriate disciplinary action, which could include referral to the United States Attorney General or to the Colorado Department of Law.

**TOTAL PAY $**
# Work-Study Performance Evaluation

<table>
<thead>
<tr>
<th>Student’s Name</th>
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</thead>
<tbody>
<tr>
<td>Supervisor’s Name</td>
<td>Department</td>
</tr>
<tr>
<td>Semester</td>
<td>Date of Evaluation</td>
</tr>
</tbody>
</table>

## Performance Value Definitions

| Quality of work (accuracy, neatness, organization, thoroughness) | 1 | 2 | 3 | 4 |
| Knowledge of work (understanding, comprehension) | 1 | 2 | 3 | 4 |
| Initiative (motivation, interest in work, enthusiasm) | 1 | 2 | 3 | 4 |
| Work Habits (effective use of time) | 1 | 2 | 3 | 4 |
| Attendance (absence, tardiness) | 1 | 2 | 3 | 4 |

Notes: ____________________________________________________________

______________________________________________________________

Goals: __________________________________________________________

______________________________________________________________

Do you agree with this evaluation?  ☐ Yes  ☐ No (**If no, you may attach a letter of rebuttal with this form.)

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
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</table>
Work-Study Exit Interview Questionnaire

Student Name_________________________ Dates of Employment_________________________

Supervisor’s Name_________________________ Department_________________________

1. Reason for leaving? ____________________________________________________________

2. Was training adequate for this job? Suggestions for improvement if inadequate? ________________
   __________________________________________________________

3. Were your assignments and tasks appropriate to the position? ____________________________

4. If you could redesign your job to make the job more effective what would you change? ________________
   __________________________________________________________

5. Did you have adequate resources? _________________________________________________

6. Could you comment on the work conditions for this position?
   a. Pay __________________________________________________________
   b. Hours _________________________________________________________
   c. Environment _________________________________________________

7. How would you describe your relationships with co-workers and clients in the job? ________________
   __________________________________________________________

8. Was your supervision adequate? Please explain. _________________________________________
   __________________________________________________________
9. How was the overall environment? ________________________________

______________________________________________________________

10. Did the job assist with your future goals? _________________________

______________________________________________________________

11. Did the job interfere with your studies? __________________________

______________________________________________________________

12. Any additional comments? ____________________________________

______________________________________________________________

______________________________________________________________

Date of Exit Interview

______________________________________________________________

Supervisor’s Signature

______________________________________________________________

Signature of Departing Employee