

WORK-STUDY SUPERVISOR HANDBOOK

A Supervisor's Guide to Work-Study/Institutional Hire Programs at Clark College



CLARK COLLEGE
WORK-STUDY
1800 E. MCLOUGHLIN BLVD.
VANCOUVER, WA 98663
Gaiser Hall Room 219
(360) 992-2416
ecarroll@clark.edu

Office Hours:
Monday-Thursday 10:00 a.m. to 5:00 p.m.
Friday 10:00 a.m. to 4:30 p.m.

Office hours may vary throughout the year. Please check the hours near the entrance of the Financial Aid office.

The information contained in this handbook reflects an accurate picture of the Clark College Work-Study/Institutional Hire Policy at the time of publication. However, Clark College reserves the right to make necessary changes to these policies and procedures.

Revised April 2006

Table of Contents

Policies and Procedures: Supervisors	2
How to Create and Position <i>and</i> Request Student Workers.....	3
Keeping your Job or Student Worker Over More than One Fiscal Year	4
General Guidelines	5
Affirmative Action Statement.....	6
Maintaining Satisfactory Academic Progress (SAP).....	7
At-Will Relationship.....	7
Sexual Harassment	7
Employee Rights and Responsibilities	8
Drug and Alcohol Policy	8
Description of Related Health Risks.	8
Drug and Alcohol Counseling and Services.	9
International Students.....	9
Pay Rates	9
Volunteer Work.....	9
Break and Rest Periods.....	9
Interviewing Process.....	10
Safety Training.....	10
Student Evaluations.....	11
Types of Student Employment	11
Federal Work-Study (FWS)	11
State Work-Study (SWS)	11
Institutional Hire (INHI).....	12
Other Employment Options.....	12
Student Employment during Period of Non-Enrollment (i.e. summer)	12
Workers Compensation.....	12
FICA (Social Security) Taxes	12
Time Sheets.....	13
Holiday and Overtime Pay.....	13
Pay Checks/Pay Dates	13
Termination.....	13
Monitoring Hours and Earnings	14
Maximum Hours Students May Work	14
Summary of Relevant State Laws & College Regulations.....	17

If after reading this handbook you have questions or concerns, please call 992-2416 or stop by the Work Study Office located in the Office of Financial Aid, 2nd Floor, Central Gaiser and talk with a Work Study representative.

Policies and Procedures: Supervisors

Note!!! It is very important that you read and understand the material presented in this handbook. If you do not understand policies in the handbook we would be happy to answer any questions you may have. If these policies are violated we have the option of canceling your department's privilege of using Students workers.

Due to safety concerns, we require that all student employees must be supervised at all times by a full-time staff or faculty member.

Introductory Information

These guidelines, policies, and procedures have been developed to meet the needs of student workers and their supervisors. The Work-Study Office, in conjunction with the Office of Financial Aid, is responsible for administering the Work-Study and Institutional Hire programs.

Work experience enables students to explore career options, discover strengths and weaknesses discover likes and dislikes and experience how academic learning applies to the working world. Studies indicate that students who work a moderate number of hours per week are more likely to stay in school and achieve as high, or higher, GPA as students who do not work. It should also be noted that employers prefer to hire college graduates who have had work experience.

Student employment is intended to be a learning experience and a productive activity requiring clearly defined guidelines. It provides opportunities for eligible students to finance their college education and prepare for the working world via the processes of interviewing, hiring, training, supervision, performance evaluations, relations with co-workers and the public, meeting expectations, and developing good work habits. We encourage supervisors and student employees to be aware of their responsibilities and be active agents in making the employment experience positive for all parties.

There are three separate offices that students will likely have contact with prior to and during their student employment.

Financial Aid is responsible for processing student files and determining eligibility.

Employment Services is involved in the ongoing development of job possibilities in varying occupations within the surrounding business community. Through the process of Job Location and Development (JLD) they make every effort to enhance the variety of employment opportunities available for our students. With a wide-ranging spectrum of jobs we can be sure that our student employees have the opportunity to gain experience in fields that are closely aligned with their

career objectives. Employment Services is responsible for advertising posted jobs, handing out referrals to qualified students and helping students to complete employment paperwork.

Work-Study Program Coordinator's Office is responsible for making sure that students maintain eligibility to work, tracking earnings and resolving work-related problems.

How to Create a Position *and* Request Student Workers

The Student Help Request form is used to generate jobs for Institutional Hire and Work-Study student help. They are valid for a period of one year or until June 15th, whichever comes first. **ALL STUDENT HELP REQUESTS MUST BE RENEWED EVERY YEAR BY JUNE 1ST.** You are required to submit one Student Help Request for each position title. For example, you can hire five Lab Assistants with one Student Help Request but you would need a new Student Help Request if you wished to hire an Office Assistant. Here are the steps for requesting student workers:

1. Create a position:

- a) Fill out a Student Help Request form. You can find it on the Employment Services section of the Clark College webpage. You can also click on this link: [Student Help Request](#)
- b) Send the completed form to Eugene Carroll: Mail Stop #18
- c) When you complete these steps the Work-Study department will send you a job number. Important!!! Keep this job number throughout the year in order to complete the next step of requesting student workers.

Note: Institutional Hire positions must have the signature of the division head *and* the supervisor. Work-Study positions only require a supervisor signature.

2. Request student workers:

There are two options when you request student workers.

Post a job: The job will be posted on the job board for all students to apply.

Open a position: You have already chosen a student for the position and you do not want it advertised.

Note: If you decide that you don't wish to hire a student after the interview please inform them promptly so that they may seek other positions.

If you want to post a job

(You must create a position before you can post a job. Refer to step 1 for instructions.)

- ✓ Send an e-mail to ecarroll@clark.edu stating that you would like to **post a position**. Please include the job number.
- ✓ Wait for students to contact you with referrals indicating their eligibility.
- ✓ Interview students. If you decide to hire a student you should sign their referral.
- ✓ Send the student that you wish to hire back to Employment Services to return their signed referral and complete the balance of their paperwork.
- ✓ Wait for the e-mailed copy of the student's referral to be sent to you from Employment Services. (Allow about 3 days for processing time) **Do not allow the student to work before you get a hard copy of the referral stamped "Authorized to Work."**

If you want to open a position

(You must create a position before you can open a position. Refer to step 1 for instructions.)

- ✓ Send an email to Employment Services with the student's name and SID number stating that you would like to **open a position**. Please include the job number.
- ✓ Send the student you would like to hire to Employment Services to get a referral. The student will bring the referral back to you.
- ✓ Sign the referral for the student. Send the student back to Employment Services to return their signed referral and complete the balance of their paperwork.
- ✓ Wait for the e-mailed copy of the student's referral to be sent to you from Employment Services. (Allow about 3 days for processing time) **Do not allow the student to work before you get a hard copy of the referral stamped "Authorized to Work."**

At the end of the interview you should sign the referral if you want to hire the student. It might be a good thing to say something to the student like, "I want you to start as soon as possible but you can't start working until I get a copy of your referral back from Employment Services stamped telling me that you are 'Authorized to Work.' Take this referral immediately to Employment Services. If you don't return it I can not put you to work."

Finally, **do not** allow the student to work before you get a e-mailed copy of their referral from Employment Services stamped "Authorized to Work." If you allow them to work before you receive their stamped referral then all hours will be charged to your department. You will not be reimbursed for these hours.

A reminder: It is a violation of *Federal Law* if you allow an employee/student worker to start work before *all* employment paperwork is completed.

Keeping your Job or Student Worker Over More than One Fiscal Year

The fiscal year runs from June 16th-June 15th of the next year. At the beginning of the fiscal year all Help Requests are closed and all students are terminated.

If you want to keep a Student Help Request open for the new year:

- You must re-apply!! The job renewal process starts on May 16th. New requests must be turned in by June 1st. If the Help Request is not turned in by June 1st it will be considered inactive, the student will be terminated, and all hours will be charged to your department. Only renewed jobs will be posted.

If you want to keep the same student worker over more than one fiscal year:

If you are employing a Work-Study or Institutional Hire student and would like to keep them in the same position after the summer break, or any break in service longer than two pay periods, you must follow the same steps above request that your job be re-opened then send the student to get a new referral.

The new fiscal year starts during summer quarter on June 16th. Once again, the student may not start work until you have received a copy of the referral that is stamped “Authorized to Work.” This process must be completed by June 15th or all hours from the 16th on will be charged to your department and the student will be terminated. If you need further instructions on how to complete this process see the section in this handbook labeled, “How to Create and Position *and* Request Student Workers.” If we are not notified that a student will be returning from a break in employment that is two pay periods or longer we will assume that the student is terminated and re-distribute the funding to another student.

- Send the student to Employment Services to get a new referral. If they need a refresher on how to complete the process please remind them to see step 7 in the Employee Handbook labeled, “Steps in Getting Hired.” If they have any questions, refer them to the Work-Study Program Coordinator at (360) 992-2416.

General Guidelines

Student employees have unique characteristics which distinguish them from all other college employees. Consequently, they may require a different style of supervision. The major difference is that student employment is incidental to a student’s principal responsibility (i.e., they are students first and employees second). Student employment represents an important financial aid resource to assist students in earning funds to offset the cost of a college education. Often students will have a closer and more long-term relationship with their work supervisor than with any individual faculty member or advisor on campus. The supervisor can often be a key figure in the student’s college experience and in their personal growth.

Many students need to be trained in how to be effective employees. Some arrive with little or no job experience. They need direction in proper office etiquette and establishing good relationships with co-workers. Other students have had a career and are thoroughly familiar with appropriate conduct on the job. This vast disparity in backgrounds makes it

impossible to describe one single effective style of supervision for students. Clearly defined expectations combined with patience and flexibility help to make the student employment experience successful.

An often forgotten aspect of student worker supervision is that you are a teacher as well as a supervisor. As a student worker supervisor, you help to establish good work habits, instill a sense of pride and give the student employee some self-confidence in his/her abilities. This training could be very valuable once the student graduates and enters the job market. Prospective employers look for variable job experience in addition to academic achievement. The impact you have on the student can last long beyond the time they leave their Work-Study position.

While there is no mandatory training/orientation process, once the student begins employment, the supervisor should provide a thorough training session to ensure that the new student employee becomes familiar with the activities and functions of the department as they relate to the student's new position.

Affirmative Action Statement

Clark College affirms a commitment to freedom from discrimination for all members of the College community. The College expressly prohibits discrimination against any person on the basis of race, creed, religion, color, national origin, marital status, sex, age, physical, sensory or mental disability, disabled and Vietnam Veteran status, or sexual orientation. Harassment is a form of discrimination. The responsibility for and protection of this commitment extends to students, faculty, administration, classified employees, contractors, and those who develop or participate in College programs. It encompasses every aspect of employment, every student, and community activity.

According to the Clark College Board Policy Statement 700.C00 "The College shall develop and implement a program of affirmative action that is consistent with personnel recruitment and hiring procedures and in compliance with federal and state laws. It shall administer this program under authority delegated by the Board of Trustees to the president or designee. It shall be the intent of this program that the activities of the College be conducted without discrimination as to race, creed, religion, color, national origin, marital status, sex, age, physical, sensory or mental disability, disabled and Vietnam veteran status, or sexual orientation." To implement this commitment to nondiscrimination, the College has developed an Affirmative Action Program. Inquiries regarding the Affirmative Action Program or concerns of discrimination may be directed to the AA/EEO Officer, Baird Administration Building at (360) 992-2619, or to the 504/ADA Compliance Officer at (360) 992-2580. Inquiries regarding services the College provides for students with disabilities may be addressed to Disability Support Services at (360) 992-2314, or TTY (360) 992-2835.

Maintaining Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress must be met to remain eligible for Work-Study. Student workers must meet the financial aid requirements as outlined in the Satisfactory Academic Progress Policy (per SAP Policy as seen below) must be enrolled in and complete at least six (6) credits with a minimum GPA of 2.0. These rules apply to Work-Study and institutional hire students. If a student fails to meet satisfactory academic progress, the supervisor will be notified when grades are posted. At that time, the student is no longer eligible to work under the Work-Study / Institutional Hire program.

At-Will Relationship

It is important to note that Clark College Student Employment (Institutional Hire, Federal and State Work-Study) is an “at-will” employment relationship. This means that either party can end the employment relationship at any time for any and/or no reason.

Sexual Harassment

The College has established Sexual Harassment and Affirmative Action Policies and as a student employee you have the same rights under these policies as other Clark College employees. Sexual Harassment is a form of sex discrimination which involves the inappropriate introduction into the work or learning situation of sexual activities or comments that demean or otherwise diminish one's self worth on the basis of gender. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic standing.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performances or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment often involves relationships of unequal power and contains elements of coercion as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, e.g. student to student, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work.

As in all situations involving discrimination, the affirmative action officer is available to provide advisory assistance and to investigate all complaints of sexual harassment. As with other types of discrimination, any student, faculty or staff who has a complaint or

who has received a complaint regarding sexual harassment should contact the AA/EEO Officer on campus at (360) 992-2355.

Employee Rights and Responsibilities

Your student worker should use their job as both an opportunity to gain marketable skills and to establish a good work record. They have a right and a responsibility to know their job description to ensure that they are performing their duties as described. They are to treat college employment as a regular job and are expected to conduct themselves in a responsible manner. Since one benefit of college employment is the opportunity for them to develop employment skills, you, as a supervisor, are advised not to accept job performance or attitudes that would not be acceptable in a "real work" situation. If students do not understand their job responsibilities they have been informed to contact you, their supervisor, for clarification.

Remember they are a student first. If your student worker is having problems in their classes, remind them to approach their instructor for assistance or that tutoring is available in the Penguin Student Union Building

Remember!!! Students must not work during their scheduled class time.

Drug and Alcohol Policy

The Federal Drug Free Workplace Act of 1988 and the Federal Drug Free Schools and Communities Act Amendments of 1989 require that colleges promote a drug free workplace and environment through adoption and implementation of policies and procedures concerning alcohol and other drugs.

These policies and procedures are designed to educate the college community about the dangers of substance abuse. All student employees are required to abide by state and federal laws governing the possession, manufacture, distribution, dispensing, sale, and use of controlled substances while on college property or while involved in college business or activities. Clark College will seek to prevent alcohol and drug abuse in its community through the identification and adherence to all relevant laws and policies and college regulations. The college will concentrate on broad-based education regarding alcohol and drug use, will offer support for those who are in recovery, and will provide assistance for those who are still abusively involved.

Summary of Possible Sanctions: Students and staff are encouraged to voluntarily avail themselves of education and/or assistance concerning substance abuse problems. Clark College is further required to impose possible sanctions of reprimand, suspension, expulsion, or termination for prohibited conduct.

Description of Related Health Risks: Every drug, whether it is a legal prescription or an illegal sale, has potentially hazardous medical consequences. Risk of death is highest when drugs are taken incorrectly (other than prescribed), consumed in the wrong amount,

or taken in combination with other drugs. Tobacco causes the largest number of preventable deaths. Approximately one-third of all causes of preventable death in the United States are related to abuse of the drug alcohol. Other risks include brain damage, fetal alcohol syndrome, liver damage, heart disease, gastrointestinal diseases, malnutrition, cancer, accidents, murders and suicides. The combined death rate from acute and chronic effects of all other drugs is less than one-sixth of the killing power of alcohol.

Drug and Alcohol Counseling and Services: The Health Services Office (992-2264) provides information, referral and counseling to students and staff for substance abuse issues. Twelve Step programs are available on/off campus.

All Work-Study students are required to read and sign the Clark College Drug Free Workplace Policy. A sample form is included in the back of the handbook.

International Students

Placement of International Students will be decided on an individual basis with respect to regulations regarding the student's VISA status.

Pay Rates

All Federal Work-Study and Institutional Hire student employees will receive current minimum wage. On campus State Work-Study jobs have entry-level comparable wage rates set by the Washington Department of Personnel. Off campus State Work-Study jobs pay varying hourly wages that are comparable to other employees doing the same work within that organization.

Volunteer Work

It is against the law for Federal or State Work-Study students to volunteer their time on any job for which they are already being paid. If you would like to hire a volunteer who has not already been paid, please contact Personnel Services.

Students Must Notify you When....

Students are required to inform you of any changes in their award and/or if they have more than one Work-Study position.

Break and Rest Periods

Employees shall be allowed a rest period of not less than 10 minutes, on the employer's time, for each 4 hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period. Where the nature of the work allows employees to take intermittent rest periods equivalent to 10 minutes for each 4 hours worked,

scheduled rest periods are not required. Students working more than 5 consecutive hours in a continuous shift must take at least 1/2 hour unpaid rest period somewhere in the midpoint of their schedule.

The Referral Process

Students interested in the position you have posted will receive a Referral Form from an Employment Services Specialist. The student will be instructed to call you to request an interview. If you need a resume you should request that it be brought to the interview.

The student should bring his/her Referral form with them to the interview. It contains information that can help you determine the hours that a student is available and what it will cost you to employ the student. If you hire the student be sure to remind them to return their referral to the Employment Services Office. **The student may not start work until you have received a copy of the referral that is stamped “Authorized to Work.”** This is our way of tracking the status of your position and allocating Work-Study funds for the year.

Interviewing Process

Interviews are an important step in a student’s progress toward becoming a confident participant in the world of work. Supervisors are encouraged to conduct a regular job interview by describing the job duties and the working conditions in detail with each student. The main purpose of the interview is to determine if the student is capable of carrying out the duties required, therefore, questions should be relevant to the position offered.

Questions should be prepared in advance by the supervisor and similar for all applicants. All inquiries should adhere strictly to federal and state guidelines for pre-employment inquiry. Supervisors have the final authority in selecting students referred to them by the Employment Services Office and should consider each student’s skills when making their decision. Send all referral forms back to the Employment Services Office as soon as a selection is made. Fill out the bottom section of each referral form, sign it and return it to the student to take it back to the Employment Services Office. Students may not begin work until this step is complete. Please notify all referred students of your decision to hire or not hire. Refer students not hired back to the Employment Services Office for additional referrals.

Safety Training

Due to safety concerns, we require that all student employees must be supervised at all times by a full-time staff or faculty member. It is the responsibility of the supervisor to inform student employees of safety procedures for their particular department.

Student Evaluations

Student evaluations are a great tool for measuring a student's performance in many areas. It is advised that you periodically conduct an evaluation for each student worker.

Types of Student Employment

ALL POSITIONS LISTED BELOW: Students must be enrolled in a degree or certificate program and maintain Satisfactory Academic Progress to participate in any of these programs. A copy of the Satisfactory Academic Progress or SAP is included in this handbook. Students must be registered for at least six (6) credits for each quarter. If not attending during summer, the student must fill out an Intent to Enroll form that says they will be registering for at least six (6) credits during Fall quarter.

Federal Work-Study (FWS) is a federally subsidized employment program which provides financial assistance to students by compensating them for the work they perform. Federal Work-Study positions are located on the Clark campus and pay current minimum wage. They are not required to be related to a student's major. Federal Work-Study positions are strictly on campus positions. To be eligible for Work-Study a student must apply for financial aid and be eligible to receive Work-Study funds. Work-Study is one component of the financial aid package. Each student is awarded a set amount which determines the number of hours they can work. Keep in mind that the award is an indicator of eligibility. The award amount can change. Funds will be dispersed on a first come first serve basis until they run out. Individual students receive an award based upon eligibility and office policy. Awards are not based on employer need.

State Work-Study (SWS) is funded by the Washington State Legislature and administered by the Higher Education Coordinating Board through the Office of Financial Aid. These funds are generally used for off campus jobs which are academically relevant to the student's major; however, there may be a select number of State Work-Study on-campus positions each year. The rate of pay for State Work-Study positions is comparable to that of other employees in that organization engaged in similar work. Employers are reimbursed a percentage of the student's salary. To be eligible for State Work-Study a student must apply for financial aid and be eligible to receive Work-Study funds. Work-Study is one component of the financial aid package. Each student is awarded a set amount which determines the number of hours they can work. Keep in mind that the award is an indicator of eligibility. The award amount can change. Funds will be dispersed on a first come first serve basis until they run out. Individual students receive an award based upon eligibility and office policy. Awards are not based on employer need. If you know an employer who would like to participate in this program please request the "Washington State Work-Study Program Employer Handbook."

Institutional Hire (INHI) positions are funded by individual departments on campus for students who do not otherwise qualify for Work-Study. Students are allowed to work a maximum of 17 hours per week while classes are in session. Institutional Hire positions are located on campus and pay current minimum wage. These positions are not required to be related to a student's major. Note: Not all departments participate in this program.

Other Employment Options

Clark College also offers Cooperative Education and Student Employment Off-Campus Services for all current and previous Clark students. Please refer to the College catalog or the Clark College website for further information on these programs or call Employment Services at (360) 992-2154 or the Cooperative Education Office at (360) 992-2239.

Payroll Information

Note: If you are receiving food stamps and/or a TANF grant, some work programs may affect the amount you receive. If you have further questions, contact your DSHS caseworker. If you are enrolled in the WorkFirst Program, contact your counselor regarding your employment.

Student Employment during Period of Non-Enrollment (i.e. summer)

Please remember to inform your students that all earnings paid during a period of non-enrollment are subject to full payroll tax assessments. When students are enrolled the amount of withholding is less.

Workers Compensation

The Washington State Department of Labor and Industries provides worker's compensation for job-related illnesses and injuries. You are covered by this insurance upon employment. Although the doctor or hospital providing treatment initiates the claim, the employee must report any work-related illness or injury promptly to the supervisor. Failure to do so can affect their right to benefits.

FICA (Social Security) Taxes

FICA is not withheld while the student is enrolled in six (6) or more credits and working on campus. If the student is working on campus and are not enrolled and attending classes (such as during summer break), they are subject to pay FICA taxes. In general, all wages earned by students from Off-Campus employers are subject to FICA taxes.

Time Sheets

The student pay period is from the 16th of each month through the 15th of the following month. Time sheets are due in the Payroll Office on the 16th of each month, or the next working day after the 15th, whichever comes first. It is imperative that time sheets be turned in by the deadline. Late time sheets will not be processed until the next pay period (approximately six weeks later). Both student and supervisor must sign time sheets. Weekends or holidays will not be paid unless there are supervisor initials next to each holiday or weekend day worked. Hours must be monitored in order to not exceed the award amount.

Holiday and Overtime Pay

On-Campus student employees do not receive Holiday Pay. If a student works hours on a holiday it must be pre-approved by and initialed by your supervisor on the time sheet. The student will receive regular pay for those hours worked. Off Campus jobs may or may not compensate for holiday pay. Check with your Off Campus employer for details. Student employees should not be involved in overtime hours.

Pay Checks/Pay Dates

Paychecks are issued on the last working day of each month in the Payroll Office located in the Baird Administration Building. Please note: Off-campus employees are paid directly by their employer on the employer's assigned payday.

Termination

It is important to note that Clark College Student Employment (Institutional Hire and Federal and State Work-Study) is an "at-will" employment relationship. This means that either party can end the employment relationship at any time and for any or no reason.

The supervisor, working with the Work-Study Coordinator and/or the Director of Financial Aid, has the authority to hire and/or fire students as deemed appropriate. While Clark College expressly reserves the right to terminate the employment relationship at will, conduct such as, but not limited to, the examples below are causes for disciplinary action up to and including discharge:

- Repeated absences or late arrival to work.
- Inability to perform job requirements.
- Unsatisfactory completion of work assignments.
- Dishonest alteration of timesheet(s).
- Completion or elimination of job and/or loss of funding.
- Drop below six (6) credits, or no Intent to Enroll Form filled out for the summer quarter.
- Student does not inform supervisor of changes made to their award.

It is generally expected that students will give their supervisor two weeks notice prior to terminating their position whenever possible.

If the student quits or is terminated, he/she should report to the Employment Services Office and the Work-Study Department.

Monitoring Hours and Earnings

The student employee and the supervisor share the responsibility for monitoring the student's earnings to ensure that he/she does not exceed the student's authorized award amount. NOTE: The award amount is noted on the Student Referral Form. It can change!!!! It is the student's responsibility to notify their supervisor of any changes made to their award. The student is also responsible to let their supervisor know if they are working another job. Students graduating or not returning the following quarter may work only up to the official last day of that quarter and not during the vacation/break weeks that follow.

Maximum Hours Students May Work

- Important Note: No student worker, including State and Federal Work-Study students and Institutional Hire students, may work more than 17 hours per week (while classes are in session). At the same time they may not exceed their yearly award amount
- The student can work up to 40 hours per week during breaks as long as they still do not exceed their award and they are planning to enroll in the next quarter.

During the summer there are two acceptable situations for student workers:

- The student is enrolled in at least six (6) credits and may work no more than 17 hours per week.
- The student is enrolled in zero (0) credits and has filled out an "Intent to Enroll" form (stating that they will enroll in at least six (6) credits during the fall) and may work up to 40 hours per week during.

It is advised that the students schedule is planned to ensure that they will be able to work through all quarters they are enrolled in classes.

Calculating Hours

To calculate average hours per week:

Important Note: The fiscal year runs from June 16th 2006-June 15th 2007

1. Divide the yearly award amount by the rate of pay. This will give you the total hours the student can work for the remainder of the fiscal year.
2. Now, divide the total hours by the total weeks that the student will work for the remainder of the year. This will tell you how many hours the student may work per week.

Example: \$4500 yearly award @ \$7.63 per hour = approx. 590 hours for the year. If there are 41 weeks left until June 15th 2006 then divide 590 hours by 41 weeks. You now know that the student can work about 14.39 hours per week without going over their award.

Monitoring hours worked is the responsibility of the student and the supervisor. Any earnings above and beyond the student's award will be charged to the department for which the student works.

Work Study Funding Distribution For Distribution On-Campus

If a student is working a Federal Work-Study job, (FWS-08), 75% of the gross earnings are charged to the Federal Work-Study budget number. The other 25% are charged to the college contribution account. If other than a 101-budget number is used on the time sheet the department budget number is charged.

For example:

If a 101-budget number is used on the time sheet the following happens: 75% Federal funds, 25% Clark College contribution.

If other than a 101-budget number is used on the time sheet the following happens: 75% Federal funds, 25% department contribution.

If the student goes over their award, the over run will be charged to the department budget number for which they work.

If a student is working a State Work-Study job, (SWS-10), 80% of the gross earnings are charged to the State Work-Study budget number. The other 20% will be charged to the college contribution account budget number. If other than a 101-budget number is used on the time sheet then the department budget number for which they work is charged.

For example:

If a 101-budget number is used on the time sheet the following happens: 80% State funds, 20% Clark College contribution.

If other than a 101-budget number is used on the time sheet the following happens: 80% Federal funds, 20% department contribution.

If the student goes over their award the over run will be charged to the department budget number for which they work.

If a student is working an Off-Campus Work-Study job, (SWS-14), the employer pays the student their gross wages (plus burden) and then Clark College reimburses the employer up to 65% of the gross earnings, which is charged to the off campus, (SWS-14), Work-Study budget number.

If a student is working a State/Federal Adult Literacy Work-Study job on campus, (LIT-WS-15), 80% of the gross earnings are charged to the State Adult Literacy budget, the other 20% of the gross earnings is charged to the Federal Adult Literacy budget number.

If a student is working an off-campus Work-Study job, (SWS-54), the employer pays the student their gross wages (plus burden), and then Clark College reimburses the employer up to 100% of the gross earnings, which is charged to the off campus, (SWS-54), Work-Study budget number.

If a student is working an on campus Work-1st Work-Study job, (WK 1ST WS-56), 100% is charged to the Work 1st Work-Study budget number, up to 1600.00 per quarter, with the department budget number paying any over run.

If a student is working an on-campus (Institutional Hire) job, (INHI-98), 100% is charged to the department budget number (which employs the student).

Revised 08/06/04

File name C:\Documents and Settings\ecarroll.CLARK\My Documents\Gene's Work Study\WORD\split scenario1.doc

Summary of Relevant State Laws & College Regulations

- WAC 132N.120.060(3)(f)+(g) Student Code of Conduct
- RCW 66.44.270 Furnishing Liquor to Minors, Possession, Use.
- RCW 66.24.481 Public Places and Clubs.
- RCW 66.44.100 Opening or Consuming Liquor in Public Places.
- RCW 66.44.200 Sales to Persons Apparently Under the Influence of Liquor.
- RCW 69.41.030 Sale, Delivery or Possession of a Legend Drug without Prescription or Order.
- RCW 69.50.401415 Offenses and Penalties.
- 430.070 Clark College Drug-Free Workplace Administrative Policy
- 510.040 Clark College Alcohol Consumption Administrative Policy