



Northland Pioneer College

FINANCIAL AID OFFICE

2018-2019 Federal Work-Study Handbook for Supervisor and Student

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This handbook provides an understanding of the Federal Work-Study Program (FWSP) including the structure and program guidelines.

The primary mission of the FWSP is to:

- Help eligible students who need employment income and who can benefit from the work experience.
- Assist students in developing good work habits in preparation for entering the workforce.
- Provide valuable employment opportunities that reflect the educational or vocational goals of the student.
- Meeting the institutional or departmental needs is a secondary mission of the FWSP.

NOTE: FWS students may be employed by the institution, a Federal, State or local agency, a private not-for-profit organization or a private for-profit organization but the employment must not: (1) impair existing service contracts; (2) displace employees; (3) fill jobs that are vacant because the employer's regular employees are on strike; or (4) involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction. The institution must enter into written agreement with any agency or organization providing employment under the FWS program (34 CFR sections 675.20 through 675.23).

What is the FWSP?

- Provides jobs for eligible students at NPC who need financial assistance.
- An opportunity for students to earn money to help pay for their educational expenses.
- A job, and not a grant, which requires work be performed.
- There is no requirement to give study time while the student is working.

Who is eligible for the FWSP?

- The student must have a completed financial aid file and demonstrate financial need.
- The student must submit all required documents requested by the Financial Aid Office before financial aid assistance (including FWS eligibility) can be determined.
- A student enrolled part-time (5.9 or less credit hours) is not eligible for the FWS Program. Once a student drops below 6.0 or less credit hours during the semester, the student is no longer eligible.

Where are FWS positions posted?

- FWS positions are posted at the NPC website, select Admissions, select Financial Aid and Scholarships, the select NPC Work Study Program.

Questions regarding the FWSP?

- Direct all questions regarding the FWSP to:

Jennifer DoBell
Senior Financial Aid Specialist
fedworkstudy@npc.edu (or) at Ext. 7421

Who is eligible to be a FWS Supervisor?

- Must be a contract employee to be a supervisor.
- Temporary employees are not eligible to be FWS supervisors.
- Must have no major FWS violations in the prior academic year.
- Attend the FWS Moodle training every academic year, if required.

FWS Supervisor's Duties:

- FWS supervisor and FWS student must review FWS Handbook.
- Assist in developing the skills of the FWS student.
- FWS student usually has minimal or average work skill levels; consequently, supervision and development are an inherent part of the FWS Program.
- FWS supervisors must be on campus/center while the FWS students are working.
- Required to clearly define the expectations of the FWS student and the requirements of the FWS position(s).
- Encouraged to complete some type of performance evaluation with the FWS student on a regular basis. This includes working with the FWS student on job performance, ethics, etc. You are encouraged to let the FWS student know that their continued employment depends upon their work performance.

Advertising the FWS Position:

- You are welcome to make up a flyer advertising available FWS position(s) for your area and post it where it will be available for students to view.
- A potential list of eligible FWS students may be printed by the NPC Campus/Center Offices.

Recommended FWS Hiring Procedure:

- Potential FWS student will contact the FWS supervisor directly to make arrangements for an interview.
- FWS supervisor should interview several candidates using uniform hiring procedures and guidelines (e.g. FWS Interview Questions). This will aid you in selecting qualified candidates and ensure a sound selection process. You should hire the best candidate.

FWS Application and FWS Interview Questions:

- Recommended FWS Application and FWS Interview Questions are available in this FWS Handbook.
- FWS supervisor must keep FWS Application and FWS Interview Questions up to three years from the last date FWS student worked.
- If the FWS Application and FWS Interview Questions do not meet your needs, you may make the appropriate changes.
- Any concerns regarding appropriate or inappropriate interview questions should be referred to NPC Human Resources at Ext. 7470.

NPC vehicle usage:

- FWS students may operate NPC vehicles if authorized by their FWS supervisor. A completed Vehicle Usage Form must be on file at the NPC Campus/Center Office.
- FWS students must follow NPC vehicle usage procedure.

Complete and submit the FWS Job Description Form:

A FWS Job Description should reflect a potential FWS student's educational or vocational goals that provide preparation to enter the workforce.

- Return the FWS Job Description Form by email to **fedworkstudy@npc.edu**
- Approved FWS Job will be listed at the NPC website. This is your confirmation that your position has been accepted.
- Approved FWS Job Description/detail will be posted through College Central Job Board. FWS supervisor will need to check the NPC website on a regular basis to see if their position has been posted.
- Once the FWS position(s) is filled, you (supervisor) are required to contact Jennifer DoBell by email: **fedworkstudy@npc.edu**
- If you do not plan to hire a FWS student, you must release the position for the next available FWS supervisor on the waiting list.

Allocations of FWS positions (subject to change per FWS violations):

- NPC Full-time Staff/Faculty
- NPC Campus Office
- NPC Center Offices/Libraries
- NPC Libraries
- NPC Admissions
- NPC Business Office
- NPC Registrar's Office
- Off Campus Program (Reading and Math), contact the NPC FAO.

NOTE:

Submitting a request for a FWS position(s) does not guarantee the FWS supervisor a position(s) as requests are accepted on first-come, first-served basis according to NPC Campus/Center department needs and available funding for the academic year.

NOTE:

- Each FWS supervisor may supervise up to three (3) FWS students, based on department needs.
- If there are two (2) authorized FWS supervisors per FWS Job Description, you may have up to 6 (six) FWS students, based on department needs.
- If the initial request was (1) FWS position, any additional FWS positions will be placed at the bottom of the "waiting list" following other FWS supervisor with first requests.
- This procedure enables all FWS supervisor to have their initial requests filled to meet the request of each department/division.

NOTE: Acceptance of a FWS position brings responsibilities, including the requirement to work as well as the need to maintain confidentiality (form page 16) in the work-place. Students are required to adhere to the NPC Student Conduct Code as outlined in the Student Handbook and the College Catalog. In addition, FWS students are required to adhere to the same employment work ethics as NPC employees, such as reporting for work when scheduled, calling in when sick, etc.

The process of the Intent to Hire Form:

- Complete and submit the FWS Intent to Hire Form via email to the NPC Financial Aid Office at **fedworkstudy@npc.edu**.
- Once the FWS Intent to Hire Form is received, the Financial Aid Office will send the student a revised Award Letter showing that they have been awarded FWS.
- A “FWS Authorization Form” will be sent to the FWS supervisor. This is your notification that the student has been awarded and notified.
- The “FWS Authorization Form” must be completed by the FWS student and FWS supervisor(s).
- Return the FWS Authorization to Jennifer DoBell, Painted Desert Campus via intercampus mail.

Distribute the FWS Authorization Form as follows:

- 1) NPC Financial Aid Office – Send to the Financial Aid Office
 - 2) NPC Human Resources – Send to the Financial Aid Office
 - 3) FWS Supervisor - Keep your copy before mailing to Financial Aid Office.
 - 4) FWS Student - Keep your copy before mailing to Financial Aid Office.
- FWS student must NOT begin work until the FWS supervisor receives approval (GOOD TO GO) from Human Resources.
 - Any changes in a class schedule (example, dropping, canceling or adding), requires the FWS student to notify their FWS supervisor and contact: Jennifer DoBell by email: **fedworkstudy@npc.edu**
 - A FWS student enrolled part-time (5.9 or less credit hours) is NOT eligible for the FWSP this includes when the student drops to part-time enrollment during the semester.
 - FWS student receiving additional grants, tribal scholarships and private funding will be notified of any change to their FWS award to prevent an over-award. If this should occur, the FWS supervisor will be notified with a revised FWS Authorization Form.
 - FWS supervisor needs to contact Jennifer DoBell at Ext. 7421 with questions immediately.

- Complete and return the FWS Authorization form to:
Jennifer DoBell at the NPC Painted Desert Campus
- Inquiries regarding the Employment Packet should be directed to:
NPC Human Resources Office, Painted Desert Campus, Ext. 7470
- Employment Packet is available at the NPC website or by contacting Human Resources.
- Return completed Employment Packet to Human Resources.

The Employment Packet includes the following documents:

1. I-9 Employment Eligibility Verification.
2. Personal Data Segment.
3. W-4 Federal Withholding.
4. A-4 State Withholding.
5. Statement of Registration Status.
6. AZ State Retirement Status Form.
7. Direct Deposit.
8. Electronic Communications Application Form

NOTE: FWS students are not allowed to begin work until they have been approved with a “GOOD TO GO” from Human Resources. Without these documents the FWS students’ paycheck will be delayed and/or will not be paid.

9. Withholding Exemption Certificate Native Americans (WECI) form. For use by tribal enrolled Native American employees who live and are employed within an Indian reservation established for that tribe and thereby claim that no Arizona state income tax liabilities exist based on the decision by the Supreme Court of the United States in *McClanahan vs. Arizona State Tax Commission*, 411 U.S. 164, 93 S. Ct. 1257 (1973).

Also included in the Employment Packet:

- ✓ Drug Free Workplace
- ✓ Payroll Deduction Codes

NOTE:

- FWS supervisor must keep all FWS student documents up to three years from the last date FWS student worked. This includes applications, interview questions, time sheets, etc.
- NPC Financial Aid Staff may audit your FWS student record(s) during the academic year to ensure that the program is in compliance with Federal requirements. Selecting a FWS supervisor will be done randomly. Please have all documents available for review.

FWS Timesheet requirements:

- FWS supervisor are to obtain the FWS Timesheets from the NPC Campus/Center Office.
- FWS supervisor and FWS student must review each timesheet BEFORE signing.
- FWS supervisor's signature indicates that the FWS student has worked the hours listed on the FWS Timesheet and has performed the work in a satisfactory manner.
- Only FWS supervisor(s) listed on the "FWS Authorization Form" are allowed to sign the FWS student's FWS Timesheet.
- FWS supervisor(s) who must be absent from work for a period of time must contact: Jennifer DoBell at financialaid@npc.edu for prior arrangements to ensure the FWS student is paid without delays. Only authorized individuals may sign a FWS Timesheet.
- FWS supervisor(s) who are appointed to NPC activities (e.g. commencement arrangements) must contact: Jennifer DoBell at fedworkstudy@npc.edu for prior arrangements for approved substitute FWS supervisor during this period.

When are FWS Timesheets due?

- FWS supervisor must submit FWS Timesheets to the NPC Payroll Office on the 1st and 15th of each month. Payment is made on the 15th and the last day of each month by the NPC Payroll Office.
- Initial FWS Timesheets have a pay cycle delay in payment.
- FWS Timesheets that are not in compliance with the guidelines listed in this FWS Handbook will be returned to the FWS supervisor and will result in a delayed paycheck.

NOTE: FWS students are to be paid within 30 days of the work being completed, which requires that FWS supervisor to submit FWS Timesheets to the NPC Payroll Office in a timely manner to meet the requirements of the Fair Labor Standards Act.

How many hours may a FWS student work?

- FWS student may work up to 19 hours per week (per week is defined as Monday thru Friday regardless of pay periods) and depending on their FWS award and their class schedule.
- FWS students may hold only one position. Contact: NPC Human Resources, Ext. 7470 if the student will work a combination of FWS and temporary help, lab aids, etc.
- FWS students may NOT work more than eight hours a day, may NOT work on weekends, (including Thanksgiving, Winter Break, Spring Break, or other holidays observed by NPC) nor are they allowed to work at home.
- FWS student who work more than 6 hours during a day are required to take a one (1) hour lunch break.
- FWS student who work four (4) consecutive hours may take a 15-minute break.

What is the FWS pay rate?

- FWS student will be paid the following:
 - Beginning January 1, 2018 it will increase to **\$10.50 an hour – Fall 2018**
 - Beginning January 1, 2019 it will increase to **\$11.00 an hour – Spring 2019**
- FWS hourly wage is determined by the Financial Aid Office and NPC Human Resources.

When a FWS supervisor does not follow the FWSP requirements:

Student Services and Instructional Services have developed the following procedure:

1. FWS supervisor will be notified by memo for each occurrence of violation(s) of guidelines provided in the FWS Handbook. If one or more violations occur during a semester, the FWS supervisor must actively correct the situation immediately.
2. FWS supervisor must notify the Financial Aid Office in writing regarding necessary action taken to correct the situation.
3. If violations continue, the FWS supervisor will not be eligible to participate in FWSP for the following academic year.
4. The FWS supervisor may reapply for FWSP upon attending the FWS training the following academic year.
5. Severe violations will be forwarded to NPC Human Resources and Vice President for Learning and Student Services.

NOTE: This procedure is necessary to ensure compliance with Federal and State regulations.

FWS students working when classes are not in session:

- FWS students are NOT allowed to work during Thanksgiving, Christmas, Spring Break, or other holidays observed by NPC since NPC Offices are closed.
- If a FWS student is eligible, the FWS student may begin work with an early start date and end with a later date based on the student's unmet need and available FWS funding.
- FWS students must apply FWS earnings to the Cost of Attendance (COA) during the current or next term in the award year and must intend to continue their college studies during the current or next term as documented by NPC.

FWS students working during their scheduled class time:

- FWS supervisor must assist FWS students in developing a work schedule around required class times as it appears on the FWS student's registration form.
- FWS students may NOT work during their regular scheduled class times or periods, (e.g. early completion of a class or cancellation of a class for a given day).

FOR EXAMPLE: A student has a scheduled class as it appears on their registration form on Mondays at 8:00 a.m. to 10:44 a.m. but has an agreement with the instructor or FWS supervisor to attend class on Wednesdays instead of Mondays. This agreement is a violation of FWS student working during their scheduled class time. The FWS Supervisor will receive a memo of the FWS violation.

NOTE: FWS supervisors must be on campus/center while the FWS students are working.

FWS supervisor must take an active role in keeping track of hours worked by the FWS student including knowing the awarded FWS amount for each term.

NOTE: Funds earned in excess of the FWS student's award will be paid out of the FWS supervisor's department budget.

A FWS Timesheet Record Form is available in Excel Format (available at the NPC website) to assist FWS supervisor with FWS student's hours worked, earned and remaining award amount.

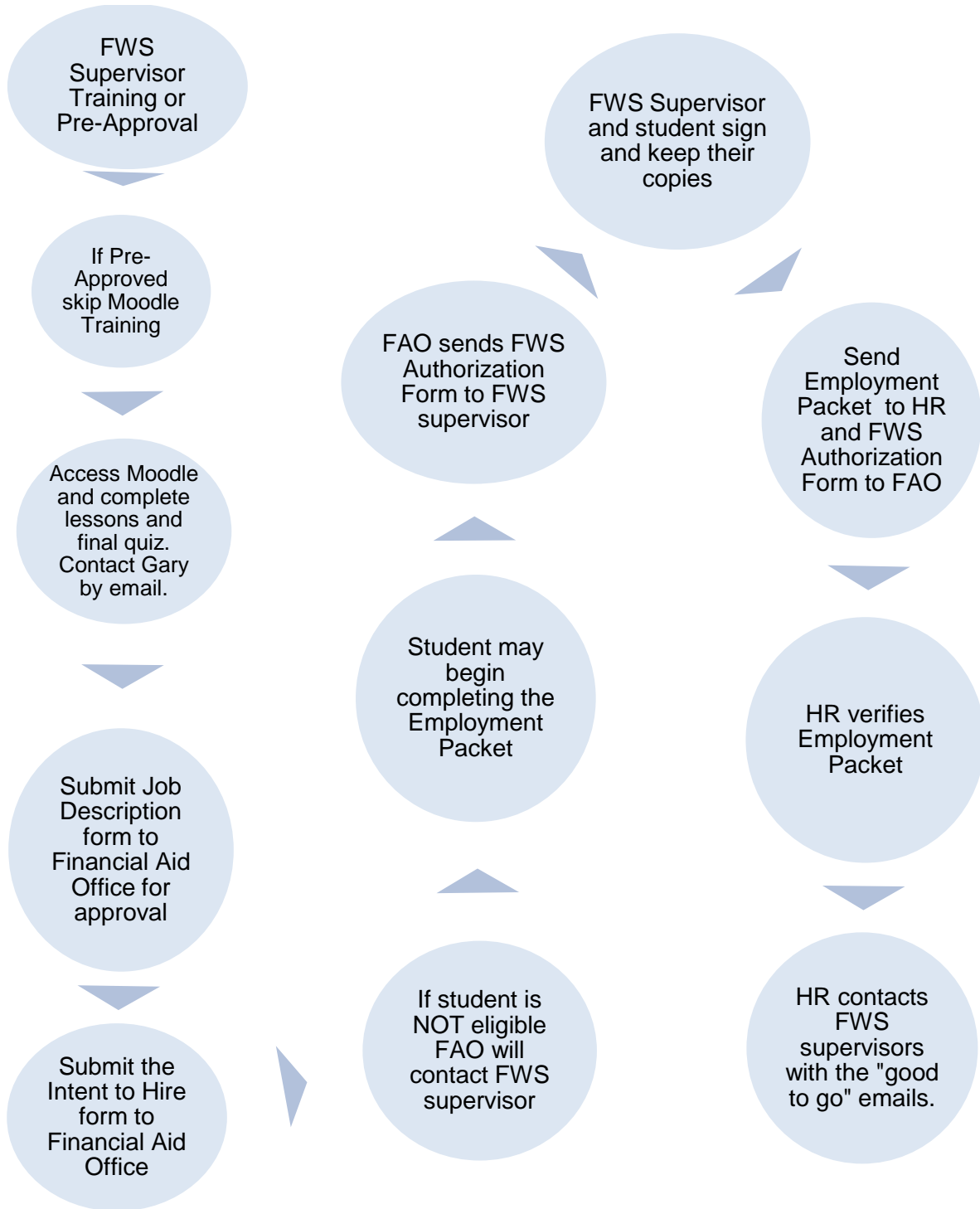
When a FWS student voluntarily leaves (quits), does not show up to begin work or is terminated:

- FWS supervisor must contact by email if a FWS student quits, does not show up to begin work or is terminated:

Jennifer DoBell, Financial Aid Specialist
fedworkstudy@npc.edu
and
NPC Payroll Office

- If a FWS student is terminated the FWS supervisor needs to communicate the reason(s) for the termination to the departments listed above and by communicating the same to the FWS student.
- FWS Supervisor must remind the FWS student that a FWS position must comply with NPC employment work ethics, such as reporting for work when scheduled, calling in when sick, etc.
- It is recommended that the FWS supervisor refer to the appropriate procedure in the College Policy and Procedure Manual.
- FWS supervisor must submit final FWS Timesheet to NPC Payroll Office.
- Vacant FWS positions may be available again by contacting the NPC Financial Aid Office for approval FIRST. FWS positions are not guaranteed.

Federal Work-Study Process



Northland Pioneer College
2018-2019 Federal Work-Study Job Description Form

Fall 2018 semester:

*No FWS activity before the first week of classes.

August 20, 2018 – December 7, 2018 (19 hours per week)

Spring 2019 semester:

*No FWS activity before the first week of classes.

January 14, 2019 – May 10, 2019 (19 hours per week)

NOTE:

Start date may be adjusted for programs with early start dates.

*Dates and hours listed above are based on student's unmet need and available FWS funding.

FWS Position /Title:

NPC Campus/Center Location:

FWS Supervisor:

Extension:

Department/Division:

Based on your NPC department needs, indicate the number of FWS students:

FWS Job Description (identify the duties and responsibilities):

List special skills:

NOTE: A FWS Job Description should reflect a potential FWS student's educational or vocational goals that provide preparation to enter the workforce.

This form must be typed and emailed to be accepted.

All FWS Job Description Forms must be emailed to: Fedworkstudy@npc.edu

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14

Northland Pioneer College Federal Work-Study Application for NPC students

FWS Supervisor: Keep this form up to three years from the last date the FWS student worked.

Attach a copy of your class schedule. You may also attach a copy of your resume.

Name: _____ Telephone: _____

Address: _____

Start Date: _____ Email Address: _____

Education - Please check your enrollment status per credit hours.

Fall Semester: ___ Full time (12+) ___ Three-quarter time (9-11) ___ Half time (6-8)

Spring Semester: ___ Full time (12+) ___ Three-quarter time (9-11) ___ Half time (6-8)

**** Students enrolled part-time (5.9 or less credit hours) are NOT eligible.**

Student eligible for FWS: ___ Yes
 ___ Don't Know (Contact the Financial Aid Office, Ext. 7318)

Employment – List your previous employment experience:

1. Employer: _____

Beginning Date: _____ Ending Date: _____ Job Title: _____

Duties: _____

2. Employer: _____

Beginning Date: _____ Ending Date: _____ Job Title: _____

Duties: _____

Acceptance of a Federal Work-Study position brings with it responsibilities, including the requirement to work as well as the need to maintain confidentiality in the work-place. Students are required to adhere to the NPC Student Conduct Code, as outlined in the Student Handbook and the College Catalog. In addition FWS Students are required to adhere to NPC employment work ethics, such as reporting for work when scheduled, calling in when sick, etc. Please refer to the FWS Handbook for requirements of the FWS Program. The FWS Handbook is available at www.npc.edu.

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Northland Pioneer College

Federal Work-Study Interview Questions

For NPC students

Name: _____ Date: _____

1. Tell us about yourself?
2. What are your educational goals?
3. Please tell us about your computer (or general) experience in an office setting?
4. We have information and records that must be kept confidential. Have you ever worked under similar conditions before and how did you handle it?
5. Can you describe situations in which you have had to prioritize and organize work assignments?
6. Comments:

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**Northland Pioneer College
2018-2019 Federal Work-Study Intent to Hire Form**

Fall 2018 semester:

*No FWS activity before the first week of classes.

August 20, 2018 – December 7, 2018 (19 hours per week)

Spring 2019 semester:

*No FWS activity before the first week of classes.

January 14, 2019 – May 10, 2019 (19 hours per week)

NOTE:

Start date may be adjusted for programs with early start dates.

*Dates and hours listed above are based on student's unmet need and available FWS funding.

I intend to hire: _____

Student's Name: _____

NPC ID: _____

Student's Telephone Number: _____

NPC Location: _____

1st FWS Supervisor's Name: _____ NPC Extension: _____

2nd FWS Supervisor's Name: _____ NPC Extension: _____

NPC Department/Division: _____

NPC Campus/Center Location: _____

Off-Campus Location:

1st FWS Supervisor's Name: _____

Telephone Number: _____

Email Address: _____

Name of School: _____

2nd FWS Supervisor's Name: _____

Telephone Number: _____

Email Address: _____

Name of School: _____

MUST READ:

I understand that a FWS Student will not be allowed to begin work. I must wait until I have been approved with a "GOOD TO GO" from the NPC Human Resources.

Return this form via email to fedworkstudy@npc.edu

**Northland Pioneer College
Federal Work-Study
2018-2019 Confidentiality Statement
For NPC student**

*FWS Supervisor: Keep this
form up to three years from
the last date the FWS
student worked.*

I _____ (Print - FWS student's name) understand that due to the nature of work at Northland Pioneer College I must observe rules of confidentiality regarding printed information or conversations concerning students, faculty, staff and other related matters in the office/department that I am working in. I also understand that I am required to adhere to the NPC Student Conduct Code, as outlined in the Student Handbook and the College Catalog. In addition, I understand that I must adhere to NPC employment work ethics.

FWS student's signature: _____ Date _____

Print Name - 1st FWS supervisor: _____

Signature - 1st FWS supervisor: _____ Date _____

Print Name - 2nd FWS supervisor: _____

Signature - 2nd FWS supervisor: _____ Date _____

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**Northland Pioneer College
2018-2019 Federal Work-Study Handbook
Supervisor Acknowledgement**

I _____ (Print - FWS Supervisor's name) have read, reviewed and will comply with the 2018-2019 Federal Work-Study Handbook.

Print Name - 1st FWS supervisor: _____

Signature - 1st FWS supervisor: _____ Date _____

I _____ (Print - FWS Supervisor's name) have read, reviewed and will comply with the 2018-2019 Federal Work-Study Handbook.

Print Name – 2nd FWS supervisor: _____

Signature – 2nd FWS supervisor: _____ Date _____

Return this form via email to fedworkstudy@npc.edu