



# Hudson Valley Community College

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*Federal Work-Study  
Student Policy and Procedure Manual*

# Overview of the Program

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The Federal Work-Study Program (FWS) is a need-based aid program that allows qualified students to work and earn money to help finance college expenses. Funding for this program originates from federal sources and is administered by Hudson Valley Community Colleges' Financial Aid Office (FAO).

The Federal Work-Study (FWS) Program is designed to provide financial assistance to students through part-time employment and encourages recipients to participate in community service activities. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program; therefore, our policy remains that students are not to be paid for studying while on the job. Students will be paid "an hour's pay for an hour's work."

In summary, we seek to provide work-study students with:

- Opportunities for career development
- Educational experiences
- Opportunities to demonstrate social responsibility
- Opportunities for personal growth
- "Self-help" Financial Aid with less long-term debt

## Who to Contact

### **Jackeline Rivers**

Associate Director of Student Financial Services - Work Study Coordinator

Guenther Enrollment Services Center, Room 110

Monday – Friday 8am-5pm

[j.rivers@hvcc.edu](mailto:j.rivers@hvcc.edu)

518-629-4302

### **Contact for:**

-Eligibility

-Timesheets

-Earnings

### **Contact for:**

-Problems within the workplace

[workstudy@hvcc.edu](mailto:workstudy@hvcc.edu)

## Conditions of Employment

The FWS Program offers no sick leave, compensatory time, vacation, overtime or holiday pay. As stated previously, students are employed under “an hour’s pay for an hour’s work” arrangement. A student’s FWS award may allow him or her to work up to 15 hours per week. If the student is working hours to make-up time missed from work, he/she may not work more than 20 hours per week or 7.5 hours per day. All work must be supervised. Students should not be allowed to work when regular HVCC employees are not at work. Any FWS student employed in community service positions may work if their agency is open, even though the HVCC campus is closed. FWS employees are paid \$15.00 an hour for on-campus positions and \$18.00 an hour for off-campus positions. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under the FWS Program must be paid for all hours worked.

## Students’ Responsibility:

### *Eligibility Requirements:*

- a. Have a valid FAFSA application on file with the Financial Aid Office
- b. Have financial aid eligibility as determined by the Financial Aid Office
- c. Be in Good Satisfactory Academic Progress
- d. Maintain a GPA of a 2.0 or higher as monitored by the FAO office
- e. Be enrolled in six degree applicable credits hours

### *Position Requirements:*

- a. **Submit a new Payroll Authorization prior to beginning work each semester**
- b. Develop a good working relationship with your supervisor and co-workers
- c. Take responsibility for your position- Learn your job
- d. Make a work schedule that revolves around your academic schedule
- e. Maintain confidentiality about ALL information you may have access to at your job
- f. Notify your Supervisor if you are unable to work
  - Contact them at least **one hour** prior to your scheduled time
- g. Not use cellular phones (no social media/ shopping or general use)
- h. Not disrupt of the department (excessive socializing with friends)
- i. Professional Standards
  - a. Attire
  - b. Competence
  - c. Reliability
  - d. Honesty
  - e. Integrity
  - f. Respect for others
  - g. Positive Attitude
  - h. Support of Others
  - i. Work-Focused
  - j. Listen carefully

## Timesheets:

Keep in mind that:

- Students must not be allowed to work during scheduled class hours.
- Students must not be allowed to work more than 7.5 hours per day or 15 hours a week during enrollment periods (a student should only be allowed to work 20 hours to make up hours missed in a previous work week).
- Students may work up to 20 hours a week during non-enrollment periods (summer, intersession).
- Students must not be allowed to work more hours per semester than their work-study award will pay.
- Students who work six or more consecutive hours are required to take a 30-minute unpaid lunch break.
- Students may take a 15-minute break at the supervisor's discretion.
- Students are responsible for submitting timesheets
- Failure to submit a timesheet by the due date will result in delayed payment (no exceptions)

### *Timesheet Instructions:*

- a. Total hours per day cannot exceed 7.5
- b. Total hours per week cannot exceed 15
- c. Indicate a 30-minute break if your work shift is 6 or more hours
- d. IN and OUT must be marked on the quarter hours (ex: 12, 12:15, 12:30, 12:45)
- e. Total Hours should reflect each days Total Hours then totaled to reflect the two weeks
- f. Your supervisor must initial each day that is worked
- g. Both Student and Supervisor must sign at the end of the Earning Period
- h. Submission is due by the date indicated at the top of each Time Sheet

## Disciplinary Action Policy:

The federal work-study program stresses the importance of professionalism within the program. However, if a student fails to meet the work study professional standards (outline on pg.3), disciplinary actions will occur. A three strike policy is in place for all disciplinary issues except for no-shows. Each incident will be documented with a Warning (1-3). After the third warning a FWS student will be terminated from their position.

No-shows are defined as: The FWS student fails to call/contact a supervisor prior to a shift and does not come to work. There is a two strike policy for No-Shows. Unlike other disciplinary issues a student signature is not needed on Warning 1 and 2. Termination will occur after Warning 2.

Immediate termination will occur if a student breaks FERPA policy. The FWS student is also reported to the Vice President of Enrollment Management and Student Development.

Immediate termination will occur if a student submits fraudulent signatures and/or hours. The FWS student is also reported to the Vice President of Enrollment Management and Student Development.

*Thank you for your participation in the Federal Work-Study Program at  
Hudson Valley Community College!*

*We hope you have a successful year with your FWS job!*