

HILLSBOROUGH

Community College

Ybor City Campus

FEDERAL WORK STUDY STUDENT HANDBOOK



WELCOME!

We are delighted to welcome you as a Federal Work-Study (FWS) student at Hillsborough Community College and to have you as a member of our team. We hope that you will find your work experience personally rewarding.

Your supervisor and the staff in the various areas are very interested in your success. They will help you in any way that they can. Please feel free to ask lots of questions about your work environment and be sure to keep your supervisor informed of any concerns as they arise.



FEDERAL WORK STUDY PROGRAM

Starting Employment

Congratulations! You have been awarded funds to work on campus as a Federal Work Study (FWS) student. Before you start you must give the Career Resource Center Manager an official copy of your course schedule and Federal Work Study Referral form you obtained from Financial Aid.

Students enrolled in the program must attend orientation and complete all Human Resource documents prior to reporting to work. You are not authorized to start work until approved by the Career Resource Center Manager.

Once you've been approved we will discuss the positions that are currently open on campus and schedule you an interview. You and your employer should create a mutually agreeable work schedule that accommodates academic requirements. **Students may NEVER work during scheduled course times!**

When creating work schedules, students and employers are advised to consider:

- The student's course schedule
- Academic requirements and exam schedules
- Attendance during scheduled holidays and breaks
- The student's FWS award amount and hourly wage

Students may continue working until the end of their authorized period of employment, or until their FWS award runs out, whichever comes first. **Students are not authorized to work under any circumstance if the following applies:**

- **Your authorized period of employment has ended**
- **Your FWS award amount has been depleted**
- **You are enrolled in less than 6 credit hours per semester**
- **Your grade point average (GPA) is below 2.0**

It is the responsibility of the student and employer to monitor the above to ensure you are in compliance with the FWS Program policy and procedures.

The Federal Work Study Program hours during the fall and spring terms will be limited to no more than 20 hours per week. There are no exceptions to this rule. Summer I and II term assignments will be based on departmental need and funding, which may be limited during this period. No overtime will be paid to FWS student employees.

Student Breaks

Your supervisor may require FWS employees to take a 30 minute UNPAID break after every 5 hours of work.

Earning your FWS Award

All FWS participants earn money from their FWS award through Hillsborough Community College paychecks issued bi-weekly according to the HCC payroll schedule. All paychecks are based on an hourly wage and include only hours worked. Currently, FWS students earn \$7.21 per hour. Earnings are FICA exempt (for students who are at least half time), but are also subject to all applicable federal, and local taxes. FWS earnings are not credited to a student's account, but are paid directly to the student.

Paychecks must be directly deposited into a bank account. Contact the Career Resource Center for more information.

Personal Appearance and Demeanor

Students working for Hillsborough Community College are considered part-time employees.

Discretion in style of dress and behavior is essential to the efficient operation of the College. You are, therefore, required to dress in appropriate attire and to behave in a professional business-like manner. Please use good judgment in your choice of work clothes and dress neatly. Wear clothes appropriate for an office. No short shorts, no bare backs, no tank tops, no halter tops, no midriffs or undergarments showing. You may wear dress shorts as long as they come below the thigh.

Remember to conduct yourself at all times in a way that best represents you and the College.

Performance Appraisals

FWS employers must evaluate their FWS student employees every semester, including summer. We require evaluations in order to encourage good personnel policies which the community college recommends for all student employees. You and your employer should discuss the appraisals, in order to provide you with feedback on your performance. This employer/employee evaluation interaction is vital to the future work habits and supervisory techniques of both parties.

Students participating in the Federal Work Study Program may be placed on probation and/or terminated if their work performance is unsatisfactory.

Resignation/Termination

While a student may discontinue employment at any time without penalty, a minimum of two weeks notice is requested when resigning from any HCC FWS position. FWS jobs should be treated like any other non-FWS job. You should submit a notice of resignation in writing directly to your supervisor and to the Career Resource Center. Include a specified final date of employment.

Inclement Weather and Other Emergency Conditions

In an emergency, the campus or a portion of the campus may be closed from normal business operations, either prior to or during a work shift. If this should occur, appropriate announcements will be made through the various news media.

Cancelling classes does not necessarily mean that the campus will be closed for normal operations. You are expected to report to work and to remain as scheduled, unless you are advised to the contrary. Students should consult their supervisor regarding any specific inclement weather and emergency conditions procedures for their departments.

Please be aware that you will **NOT** be paid for hours you cannot work because the college is closed, even if you were scheduled to work that day.

TAXATION/BENEFITS FOR FWS STUDENTS

Federal Taxes

All wages paid to FWS and non-FWS student employees are subject to withholding of federal income taxes unless the student qualifies for exemption.

Unemployment Compensation

FWS student employees are not entitled to Unemployment Compensation through Hillsborough Community College.

FICA (Social Security Taxes)

Recently, the IRS revised the regulations that governed the exemption from Social Security and Medicare taxes (FICA) for students enrolled in colleges and universities. With the beginning of the Spring 1998 Semester, student employees will be exempt from FICA taxes if they are enrolled at least half-time regardless of the number of hours they may work.

1. A student employee is exempt from FICA taxation if s/he is enrolled at least half-time. Any undergraduate who enrolls for at least six credit hours for the spring and fall semesters will be considered enrolled as a half-time student for FICA purposes. During the summer sessions, undergraduates must be enrolled for at least three credit hours for each session to be considered half-time.
2. A student employee will be considered enrolled half-time even if the person is enrolled for less than half-time, providing the student meets the following requirements:
 - Student is taking classes in the last semester of a degree or certificate program that requires at least two semesters.
 - Student will complete the requirement for the degree or certificate in that semester.

3. Verification of enrollment status must be done twice during the semester. The first time must be at the end of the add/drop period and the second time may be done at the College's discretion, but prior to the end of the semester.
4. Student employees may work any number of hours (within FWS regulations) without becoming eligible for FICA taxation.
5. Student employees will continue to be exempt from FICA taxation for services performed during the winter break providing the student was exempt on the last day of the fall semester and is eligible to enroll for the spring semester.
6. Student employees are exempt from FICA taxation for work performed during the period that partially falls within the academic year.
7. Student employees must be working in a student position and not a career position as defined by the IRS. A career position is more narrowly defined as one that is eligible to participate in the College's retirement plans.

Rights and Responsibilities

Each FWS student has the right to:

- 1.** Information regarding their award amount, rate of pay, average number of hours per week, and general FWS policies.
- 2.** A specific job description including supervisor's expectations and standards.
- 3.** A clearly defined work schedule which accommodates their course schedule and academic requirements.
- 4.** Adequate training to perform assigned tasks.
- 5.** A safe, clean, and professional working environment.
- 6.** Supervision and direction from HCC staff.
- 7.** Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar.
- 8.** Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
- 9.** An opportunity to evaluate your work site.

Each FWS student has the responsibility to:

- 1.** Become familiar with information provided regarding the terms of the FWS award and FWS program policies and procedures.
- 2.** Understand the specific job responsibilities, including the supervisor's expectations and standards.
- 3.** Arrange a mutually agreeable work schedule with the supervisor prior to the period of employment. Students must adhere to this schedule and notify the supervisor of any subsequent changes.
- 4.** Adhere to HCC procedures and inform the supervisor and /or FWS Program Staff of any grievances, concerns, or problems regarding FWS employment.
- 5.** Record hours worked and receive payment in accordance with employer and HCC payroll procedures and calendar.
- 6.** Perform assigned tasks in an efficient and timely manner.