



Evergreen Valley College

The Federal Work Study Program

Supervisor's Guide



EVERGREEN
VALLEY COLLEGE

The Federal Work Study Program – Supervisor’s Guide

The Federal Work-Study Program at Evergreen Valley College provides part-time on-campus jobs to eligible Financial Aid recipients who meet certain criteria. The FWS program allows students with financial need to help meet their educational expenses without incurring a lot of debt and is intended to provide worthwhile job opportunities for qualified students.

Current Job Classifications

- Laboratory Student Assistant
- Department Student Assistant
- Instructor Student Assistant
- Tutor
- Translator
- Student Ambassador
- Library Student Assistant
- Various Off Campus positions

If you would like to hire a FWS student to work in your department in one of the above positions, please adhere to the following directions:

- Submit the electronic Job Posting prior to the campus deadline.

Supervisors are required to set up their own interviews with potential applicants who contact them after the posting of their job announcement.

During the Interview/Hiring Process

- Make sure the student is eligible for the FWS program. You can ask them if they watched the mandatory orientation.
- After you have selected your applicant, sign & forward their application to the FWS Coordinator. The FWS Coordinator will notify the student, and proceed with the processing of the hiring paperwork.
- The FWS Coordinator will notify the student and the supervisor with their start date and other necessary information.

Supervisor Responsibilities

- Ensure students are not scheduled during class hours.
- Provide clear and concise direction to student workers.
- Monitor hours worked and hours available after each timesheet submission.
- Ensure students submit their hours worked online via Time Entry by the deadline each month (29th of each month).
- Approve hours submitted via Time Entry by the 30th of each month.
- Contact the FWS Coordinator with any questions or clarification about the FWS program.
- Ensure students take a 15 minute paid break if they work 4-6 hours a day, or a 30-60 minute unpaid break if they work 6-8 hours a day. Overtime is never allowed.

New FWS Start and End dates

- The earliest New FWS hires can start working is the first day of enrollment. The start date is contingent on the completion of the students Financial Aid file.
- The latest a FWS can work is June 30 (contingent on hours available).
- The FWS Coordinator has discretion of when students can or can't work, depending on the FWS budget and student eligibility.

Continuing FWS Start and End dates

- The earliest Continuing FWS hires can return to work is mid August each year. However, all required financial aid paper work must be submitted, and the student must be in good academic standing.
- The latest a FWS can work is June 30 (contingent on hours available).
- The FWS Coordinator has discretion of when students can or can't work, depending on the FWS budget and student eligibility.
- Continuing FWS students, who have participated in the program for 3+ years, are no longer eligible for the FWS program (no exceptions).

The FWS Award

- The average FWS award is \$5,800.
- The average FWS award allows students to work approximately 323 hours per year.
- Awards can only be increased if there is available funds in the FWS budget.
- FWS Students can work up to 20 hours a week and overtime is not allowed.
- Awards can be decreased at the discretion of the FWS Coordinator, to ensure students will not exceed their Cost of Attendance, or to ensure the FWS budget has sufficient funding.
- The FWS Coordinator will contact the student and the supervisor if the student must stop working because their FWS award has been exhausted or if the FWS budget has insufficient funding.

Terminating a FWS student

If it is determined that the FWS student you hired is not a good fit, you may end their FWS assignment at any time. However, please remember that the FWS student may have little to no work experience, and may require patience and guidance in their first working opportunity. It is suggested that you allow the student to work at least one semester before deciding to terminate, unless it is a pressing issue. If the decision to terminate is made, please:

- Contact the FWS Coordinator with the reason you would like to terminate the student.
- Contact the student explaining why you are terminating them. In extenuating circumstances, the FWS Coordinator will contact the student for you.
- Refer the student to the FWS Coordinator for assistance in seeking a new job.

Please refer to the Federal Work-Study Website for more information and for student resources.

<https://www.evc.edu/attend-etc/financial-aid-scholarships/federal-work-study>