

Northern Virginia Community College

Work-Study Handbook

Work-Study Handbook

Numerous work opportunities exist for NOVA students. In addition to Federal Work-Study, which requires need, and NOVA Work Study, which is institutionally funded, students are hired by various departments across campus as Student Hires, Student Tutors and as part-time help termed P-14's. Student Hires, Student Tutors, and P-14's are determined by the departments, not by the Financial Aid Office. Inquire at your Campus Student Services Center or within individual academic areas for additional information.

*The College Financial Aid Office manages the **Federal** Work-Study and **NOVA** Work Study programs only. The information in this document applies to those two programs, though most especially to the Federal Work-Study Program. The basis for Federal Work Study differs from that for NOVA Work Study, but the paperwork, campus contacts and College Financial Aid Office contact apply to both programs. The NOVA Board provides a limited amount of funding from our institutional budget for NOVA Work Study. If you do not qualify for Federal Work-Study but need and wish to work, request information about NOVA Work-Study from your campus work-study coordinator.*

I. INTRODUCTION

Federal Work Study (FWS) is a federally funded program that provides an opportunity for students with financial need to gain work experience while completing their college educations. The Federal Work-Study program can provide students with financial support, contribute to general educational and employment experiences, and help the college carry out its day-to-day operations.

A wide range of FWS student employment opportunities exist for NOVA students. Most jobs are on NOVA campuses, but a few community service opportunities exist off campus. NOVA recruits FWS students every year to participate as reading tutors for young children as part of the America Reads program. Contact your campus FWS coordinator if you are interested in tutoring lower-elementary children.

Students receiving FWS awards work the hours and earn the wages up to the award total. Students are paid every two weeks; pay rates are the same for all first-year workers and increase for students who have worked a full year in FWS. Of every dollar earned by students on campus, \$.75 is paid by the federal government and \$.25 is paid by NOVA.

II. STUDENT ELIGIBILITY

Student eligibility for Federal Work-Study (FWS) is determined by the Financial Aid Office and requires that a student have remaining financial need. Financial need is the difference between the Cost of Attendance budget developed by the Financial Aid Office and the Expected Family Contribution (EFC), the figure calculated from the student's FAFSA submission. Students must meet all the following eligibility requirements in order to receive a Federal Work-Study award:

1. The student must complete the Free Application for Federal Student Aid (FAFSA) and meet all general eligibility requirements for financial aid.
2. The student must have remaining financial need--after all other aid is applied--sufficient to accommodate a FWS award.
3. The student must be enrolled in and attending a minimum of six credit hours each term.
4. The student must accept/decline the award on-line before the deadline.
5. The student must contact a FWS supervisor and secure a position.
6. The student must work as scheduled and fulfill all the requirements of the position.

III. FWS AWARD PROCESS AND REQUIREMENTS

After the student is notified of his/her Federal Work-Study award through a financial aid award notice, the student must accept/decline the award on-line.

1. Go to www.nvcc.edu.
2. Click on MyNOVA Tab.
3. Log into NovaConnect. Enter your username and password.
4. Click Log In.
5. Click on VCCS SIS89: Student Information System.
6. Go to Self Service; click on Student Center.
7. Under Finance, click on the Accept/Decline Awards Link.

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[VCCS Anticipated Aid](#)

If you are declining, email the College Financial Aid Office at FinAidHelp@nvcc.edu to have the FWS procedures requirement removed from your “To Do” list.

To accept and secure a FWS position:

- Go to <http://www.nvcc.edu> > Future Students (or Current Students) > Paying for College > Financial Aid > Federal Work Study > **JOB Listing**. Each Federal Work-Study position will have a job description that falls into one of several generic positions: Office Assistant/Receptionist; Computer Lab Assistant; Science Lab Assistant; Library Assistant; Audio/Visual Assistant; Maintenance Assistant. Responsibilities within each generic job description will vary based on departmental needs. All jobs in each category will be posted by campus and will include the following information for student reference:
 - Job title and location
 - Job description and qualifications
 - Name of department
 - Name of supervisor and supervisor’s contact information (phone number, email address, building, room number)
- **DOWNLOAD** the Federal Work-Study Hiring Packet. Complete all forms except those sections required of NOVA staff. [Most can be completed on line.] Take the entire packet and the forms to establish identity and employment with you. The supervisor will need to see only the Commonwealth of Virginia Application for Employment and the Student Work-Study Agreement and Schedule. The Work-Study Coordinator will need to see the forms of identification and the entire hiring packet.
 1. Select and contact for an appointment the listed supervisor for the job opening that interests you.
 - Complete the job interview, and determine with the supervisor if this is a good job fit for you.
 - If the two of you agree on the position, you and your supervisor must complete a Student Work-Study Agreement and Schedule; each of you must sign it. **Make copies of the form for you and your supervisor.**
 - *If this placement doesn’t work out, choose another open job and follow the same procedures in steps 1-5.*
 - **Take the original Student Work-Study Agreement and Schedule, your Application for Employment, and all other documents** to the designated W-S coordinator for your campus as listed under Roman numeral VI.
 - Your campus W-S coordinator will assist you in completing the additional forms necessary to begin work.
 - ***You must show the originals and leave copies of the documents that establish both identity and employment eligibility.***
 - A U. S. Passport, Permanent Resident Card, or Form I-551 will establish both identity and employment eligibility. If one of those is not available, two separate forms will be required.
 - The most commonly used forms are a valid U.S. driver’s license with a photograph or a school ID card with a photograph **and** a U.S. Social Security card or U.S. birth certificate.
If you do not have these forms of identification and eligibility, contact your Campus W-S Coordinator for additional possibilities.
- ***You may NOT begin work until all forms have been completed and submitted to the Campus W-S Coordinator and approval has been granted by the College Financial Aid Office and Human Resources. Your supervisor will see your listing on the Managers Workbench of the DenoSys web site, and you will then be able to access DenoSys as a W-S student to enter work hours.***

Forms To Complete with Campus W-S Coordinator (Print, complete, and sign all.)

- Commonwealth of Virginia Application for Employment (DHRM, form 10-012)
- Federal and State Income Tax Withholding Certificates (W-4 and VA-4)
- Employment Eligibility Verification Form (Form I-9, OMB No. 1615-0047)

Forms of identification used to complete the I-9 - A U. S. Passport, Permanent Resident Card, or Form I-551 [with photos] will establish both identity and employment eligibility. Otherwise, you must bring a valid U.S. driver's license with a photograph or a school ID card with a photograph **and** a U.S. Social Security card or U.S. birth certificate.

- **Personnel Information Form (NVCC 105-77)**
- **Summary of Commonwealth of Virginia Policy on Alcohol and Other Drugs**
- **Child Support Enforcement (NVCC 105-117)**
- **Workplace Harassment DHRM Policy #2.30 (NVCC 105-49)**
- **Employee Direct Deposit Authorization Form (NVCC 105-27)** – for Payroll
- **Student Work-Study Agreement and Schedule (NVCC 125.175)** – You and your supervisor must complete this form.
[NOVA Work-Study students, not Federal Work-Study students, must also complete *Classified/Hourly Employee Employment Request form (NVCC 105.94)* and list the campus. Complete “Student Hire” line with Dept Code 154002/(+supervisor’s code).]
- **Information Technology Employee Ethics Agreement (NVCC 105-078)**
- **Notification and Release (Form 105-098), for background check**

A background check must be completed by Human Resources before a student can begin work if the student will be working in a position that is deemed sensitive in accordance with DHRM Policy 2.10 and the Code of Virginia 2.2-1201.1, has access to sensitive IT systems or data, or is subject to other provisions in the Policy or other similar or related Commonwealth regulations.

All of this documentation is **required** for a student to work under the FWS or NOVA W-S programs. Go to <http://www.nvcc.edu/workstudy> to access all forms.

IV. RESPONSIBILITIES OF A WORK-STUDY STUDENT

- 1) **Work-Study employment:** Work-Study (WS) is a job that should be approached with good work habits. W-S employment provides work experience that can assist a student in future job searches.
 - Establish a work schedule and always be on the job when scheduled; if you must be absent, seek approval *prior* to being absent. If you cannot be on the job as scheduled, call your supervisor directly.
 - Personal calls and meals must be scheduled before or after work hours.
 - Dress appropriately for the position.
 - Use appropriate behavior and language on the job.
 - Do not expect to study while on the job. If you need extra time for study, ask your supervisor to be excused. Study hours are not to be recorded on your time sheets.
 - College equipment and all college resources are for college business only and not for personal use.
 - You will not work when the college is officially closed. Any exceptions to this policy must be pre-approved by your supervisor and confirmed by signature on your time sheet.
 - The earliest start date is always the first day of class for the term; the last is the last day of class for the term.
- 2) **Your work schedule:** You must NOT work more hours than authorized based on your specific award. W-S awards will vary depending on the student's unmet need, the length of the individual award period, and, of course, remaining W-S dollars.

To calculate the number of hours you can work per week:
Divide total award by weeks remaining in academic year (total year is normally about 32 weeks)
Divide again by hourly rate = number of hours you can work per week

An annual award of \$4000 for a student earning \$10/hour would equate to an average of 12.5 hours/week for 32 weeks. An annual award of \$4000 for a student earning \$11/hour would equate to 11.36 hours/week for 32 weeks. Students not starting at the beginning of the year should calculate remaining weeks. **You may NOT earn more than half the total in the first term and must work an average number of hours per week to enable work over the entire award period.**
- 3) **Confidentiality:** Your work-study job may expose you to confidential college and student records. Confidentiality must be maintained. Breaches of confidentiality and/or any act of dishonesty may result in your dismissal from the program and possibly NOVA.
- 4) **Technology:** Each student must sign an Information Technology Employment Agreement and undergo a background check. Unapproved use of equipment and college databases is grounds for dismissal and possibly prosecution.
- 5) **Work-Study Time Sheets:** A copy of your time sheet must be completed every two weeks as hours are worked and must be submitted to your supervisor before the deadline. Contact your supervisor for these dates and times. Each submission constitutes a statement of exact work hours. Time sheets must then be completed online for Payroll before the deadline. All work-study employees must participate in direct deposit/electronic funds transfer as a condition of employment. Therefore, you must have either a savings or checking account to be paid by direct deposit.
- 6) **Payment for work:** Payroll information is included in the hiring packet. You can obtain any missing forms by downloading them at www.nvcc.edu. **All W-S students must apply for Direct Deposit immediately upon being hired.**

The hourly rate of pay for all student employees is \$10.00 for the first year of work and \$11.00 for continuing W-S into a second year. The wage increase will be authorized for students who have worked at the College for two full consecutive semesters, provided the work has been satisfactory to the supervisor.

- 7) **Length of Commitment:** If you accept a W-S position, the expectation is that you will work the entire term. A full year is preferred; it takes time to train a worker. You may voluntarily resign from your position at any time, but you are asked to provide your department at least a two-week notice. If you resign from your position for good cause, you will not be prevented from obtaining the same or another position at a later date.
- 8) **Returning W-S Students:** W-S students who are returning to NOVA and want to continue working in the same position a second year should let their supervisors know before the spring term has ended. Returning students who complete the financial aid process by May 1 will be given priority for previous W-S positions as long as their supervisors approve. A returning FWS student who is not awarded FWS and wants to again work should contact the Financial Aid Office or the campus Work-Study Coordinator immediately. A FWS award will be granted if eligibility exists and evaluations were good. After an award has been made, only the Student Work-Study Agreement and Schedule (NVCC 125.175) needs to be completed with the supervisor. This form must immediately be forwarded to the Campus W-S Coordinator or College Financial Aid Office before you can begin working.

Periods of Non-Attendance

- After periods of non-attendance, a W-S student must complete a new Student Work-Study Agreement and Schedule (NVCC 125.175) before working again.
- If a student has an entire year of non-enrollment, he/she must complete the entire process.

Summer FWS

Both new and returning students may apply for summer work-study. Students must be taking at least six credits over the summer term. Preference will be given to those who have worked in the same position during the fall and spring terms.

Work-Study Students are vital to the operation of the college. Students must fulfill the responsibilities of their assignments. If W-S students do not report to work when scheduled, pre-approve absences with their supervisors, or satisfactorily fulfill the requirements of their positions, they can and should be dismissed.

V. SUPERVISOR RESPONSIBILITIES

A supervisor's participation in the W-S program is vital for making either program a success. When a supervisor accepts a W-S student, he/she is accepting the responsibility for following federal and/or institutional guidelines regarding supervision and training of students as noted in this handbook.

The supervisor must understand that some students need to work in order to meet educational and living expenses while others wish to work because they feel the experience can be a valuable part of their education. The skills students obtain from working complement their academic performance and communicate to future employers their ability to succeed in a professional setting.

All supervisors must:

- Interview work-study students.
- Review the Application for Employment with the student.
- Complete and sign the Student Work-Study Agreement and Schedule (NVCC 125.175) with the student. Indicate whether "Hired" or "Not Hired", and send the 125.175 and Application for Employment to the Campus Work-Study Coordinator.
- Ensure that the work-study student has sufficient work to allow for productive use of the assigned work hours. Students are not permitted to take work home and must not do anything non-work related while on the job.
- Inform the student that the earliest starting day is one week before the first day of class for the term; the last day is the last day of class for the term.
- Remember that by federal regulation work-study students are NOT allowed to be replacements for permanent positions.

- Remember that student workers are students first. School must be the first priority, but students must not be paid to study.
- Treat all students fairly and not show favoritism among students; all student workers should receive equal work hours in relationship to their awards.
- Inform the student that an evaluation will be completed on his/her work performance.
- Set up an acceptable working schedule with the work-study student and supervise the student during those hours, encouraging good work habits and steadily-increasing levels of responsibility.
- Monitor the work-study student's work hours accurately and sign/submit the time sheet; the student should not exceed 15 hours/week and should work no more hours than can be worked every week during the term without going over the award for the term. With permission, summer session could be an exception to the 15 hours per week, depending on the award.
- Must not under any circumstance allow a student to receive overtime pay from work-study employment.
- Must not allow students to begin work until all paperwork is submitted and CFAO approval and HR approval are received.
- Must submit 105.45, the IT Account Request Form, if needed for student-worker computer access and must notify IT immediately to cancel access if a student is no longer working.
- Must not allow work prior to a background check when IT access or access to sensitive information is part of the position.
- Must notify the CFAO immediately if a student is no longer working.

Termination by Supervisor

The goal of work-study is to assist student workers toward becoming better employees. When problems arise, a supervisor should address the problem with the employee, clearly state his/her expectations for improved job performance, and work with the student toward improvement. Though rare, some offenses warrant immediate termination. If that is the case, or if improvement is not shown after initial requests for changed behavior are made, a supervisor may terminate a student worker at any time for unsatisfactory job performance and/or insubordination. Reasons can include but are not limited to:

- Repeated failure to arrive at work on time
- Failure to complete assigned tasks
- Disruption of the department
- Dissemination of confidential information
- Inappropriate behavior

Upon termination, the supervisor must contact the CFAO Work-Study Coordinator immediately. Once notified of the separation, the Coordinator will determine if the student is eligible to work in another department. The supervisor must also submit a 105-45 to terminate the student's network account and must inform the Coordinator of that action.

Student Resignation

Students are asked to work at least a full term; a full year is preferred. If a supervisor is made aware of a resignation, the supervisor is required to submit a separation form to the College Financial Aid Office and to immediately terminate the student's Network account.

Contact Information:

CFAO Work-Study Coordinator
 College Financial Aid Office
 Annandale, VA 22003-3796
FinAidHelp@nvcc.edu
 703-323-3199

VI. CAMPUS WORK-STUDY COORDINATOR RESPONSIBILITIES

Each NOVA campus has an individual designated to assist students with the work-study process. Contact information is listed below. The responsibilities of these campus coordinators are as follows:

- Prepare campus job postings for each general category with contact information for each position prior to August 1.
- Send listing to the Work-Study Coordinator in the CFAO by August 1.
- Post job openings in the Student Services area of your campus.
- Monitor available jobs on your campus; notify the CFAO W-S Coordinator when a job is no longer available.
- Before submitting paperwork, determine that the student is eligible for W-S.
- Review all paper work submitted by the supervisor and make necessary corrections before submitting. Sign all work-study forms where indicated and send them to the CFAO W-S Coordinator. (If requesting NOVA W-S, complete all necessary forms clearly designating the student as a NOVA W-S instead of FWS. NVCC Form 125.175 is for Federal Work Study; both NVCC forms 125.175 and 105.94 must be completed for NOVA Work-Study.)
- Assist students with inquiries about the Federal Work-Study program and the NOVA W-S program.
- All 125.75 forms for non-hires must be submitted to the CFAO W-S Coordinator.

Campus FWS Coordinators

<p><u>Alexandria Campus</u> Jack Zegeer Bisdorf Bldg, Room 3001 North Beauregard Street Alexandria, VA 22311 AlexFinaidhelp@nvcc.edu Phone: 703-845-6465</p>	<p><u>Manassas Campus</u> Taka Perry Student Services Center, MH 110 6901 Sudley Road Manassas, VA 20109-2399 mafinaidhelp@nvcc.edu Phone: 703.257.6591 VTDD: 703.368.3748</p>
<p><u>Annandale Campus</u> Marilyn Deppe Coordinator, Student Support Services, CG206 8333 Little River Turnpike Annandale, VA 22003-3796 mdeppe@nvcc.edu Phone: 703-323-3328</p>	<p><u>Medical Education Campus</u> John Riemer Student Services Center, HE 203 6699 Springfield Center Drive Springfield, VA 22150-1913 jriemer@nvcc.edu Phone: 703-822-9056 VTDD: 703.822.6150</p> <p>Dietrich Giles Student Services Center, HE 203 6699 Springfield Center Drive Springfield, VA 22150-1913 Phone: 703.822.6540 VTDD: 703.822.6150</p>
<p><u>Loudoun Campus</u> AND <u>Reston Center</u> Jenna Griffin LC, Room 253 1000 Harry Flood Byrd Highway Sterling, VA 20164-8699 jgriffin@nvcc.edu VTDD: 703.450.2548</p>	<p><u>Woodbridge Campus</u> Shirley Delgado Student Services Center, WC 202 15200 Neabsco Mills Road Woodbridge, VA 22191-4099 wofinaidhelp@nvcc.edu Phone 703.878.5818 VTDD 703.878.5790</p>

VII. COLLEGE FINANCIAL AID OFFICE WORK-STUDY COORDINATOR RESPONSIBILITIES

The College Financial Aid Office (CFAO) has one individual designated as W-S Coordinator, both for Federal Work Study (FWS) and NOVA Work Study (NOVA W-S). **Contact Information:** CFAO Work-Study Coordinator, College Financial Aid Office, Annandale, VA 22003-3796; FinAidHelp@nvcc.edu; 703-323-3199

The CFAO W-S Coordinator's role is to:

- Monitor available jobs and postings on www.nvcc.edu.
- Review all paper work and inform supervisors or Campus Work-Study Coordinators if additional information is needed.
- Verify student eligibility and certify student awards for FWS and NOVA W-S. Notify Campus Work-Study Coordinators, Human Resources, and W-S supervisors, as appropriate, regarding job placements or placement requests.
- Notify students and supervisors when a work-study student becomes ineligible to continue working.
- Monitor earnings and notify campus coordinators, students and supervisors if student earnings exceed extrapolated awards.
- Keep a running total of each award and all awards to ensure complete use of NOVA's federal allocation for FWS and institutional allocation for NOVA W-S and compliance with federal and institutional policies and procedures.
- Arrange all off-campus FWS jobs.

Off-Campus FWS Jobs

All Off-Campus Federal Work-Study is handled by the CFAO W-S Coordinator. Off-site organizations are solicited to participate in written contract agreements for Community Service FWS positions. Some jobs on campus qualify as community service because their role is to serve the wider community, not just NOVA students and staff. Off-campus community service jobs are with local non-profit, governmental and community-based organizations that are designed to improve the quality of life for residents of our community. As with campus jobs, a job description must be on file for all community service agency FWS positions.

America Reads Tutoring Program

NOVA participates in the America Reads Program, a community service project that matches FWS students with children in lower elementary schools. The goal is to allow and assist children in grades K-3 to read independently by third grade. Children who are reading independently by the third grade have a much stronger opportunity for academic success. Tutoring is an excellent opportunity, especially for NOVA students who are considering teacher education as a career.

Any student interested in a community service position can notify the CFAO W-S Coordinator by emailing FinAidHelp@nvcc.edu or by contacting your Campus W-S Coordinator.

Termination from Work by College Financial Aid Office

The Financial Aid Office may terminate a work-study student at any time if the student no longer meets work-study requirements. The supervisor and student will be given as much advanced notice as possible, but this is not always feasible. Examples of changes in eligibility are:

- Student's failure to meet Satisfactory Academic Progress standards
- A change in student's enrollment status/cost of attendance
- Additional aid received by the student, which reduces need and makes the student ineligible for the Federal Work-Study program
- Incomplete paperwork
- Student is working too many hours for the award
- FAFSA change that reduces need and eliminates work-study eligibility

VIII. HUMAN RESOURCES

The hiring packets for all work-study students will be forwarded to the Payroll Office from the CFAO Work-Study Coordinator. All documentation will be processed by Payroll, and the student will be eligible to work when his/her information is listed in DenoSys, NOVA's employee tracking and payroll system. All time sheets must be submitted through DenoSys by the deadline in order for Payroll to process payments. If a work-study student is given IT access for SIS or AIS, HR will process the required background check.