

**FEDERAL  
WORK-STUDY  
SUPERVISOR HANDBOOK  
2020-2021**



DREXEL UNIVERSITY  
Office of  
**Financial Aid**  
*Drexel Central*

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# FEDERAL WORK-STUDY OVERVIEW

## INTRODUCTION

This handbook is designed to provide Federal Work-Study (FWS) supervisors with the policies and procedures of the Federal Work-Study program at Drexel University. This handbook will give you all the information you need to successfully manage the FWS student process. It is the supervisor's responsibility to read and acknowledge that they understand the information in this handbook by signing the FWS Department Agreement. Please keep this handbook easily accessible and refer to it if you have any questions.

## ABOUT THE FWS PROGRAM

The Federal Work-Study program at Drexel University is designed to provide employment for undergraduate and graduate students with demonstrated financial need. The program allows them to work part-time to earn money that can be used for education-related expenses such as books, transportation, and personal expenses. Federal Work-Study students are offered the opportunity to work up to 20 hours per week at various types of jobs both on and off campus. The program encourages community service work and work related to the student's course of study. To be eligible for FWS funding, students must complete a Free Application for Federal Student Aid (FAFSA) each year.

There are four distinct types of FWS positions:

- On Campus: Offers jobs on all Drexel University campuses.
- Off Campus: Provides employment opportunities at approved federal, state, and local public agencies, or private nonprofit organizations.
- Community Service: Working with approved local nonprofit, governmental, or community-based organizations to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.
- America Reads/America Counts: In partnership with an approved public school or school district, reading tutors lead children in elementary school through 9th grade in developing basic reading skills and academic confidence through literacy activities.

# SUPERVISING WORK-STUDY STUDENTS

## SUPERVISING RESPONSIBILITIES

All individuals who will be Federal Work-Study supervisors have the responsibility to:

- Ensure students do not start work before all hiring approvals are completed.
- Provide students with clear expectations of their responsibilities so they are able to effectively meet the requirements of their positions.
- Provide effective and fair training to all student employees.
- Establish and communicate department policies, such as dress code, expectations of conduct, and attendance guidelines. These policies should be provided in writing.
- Establish a working schedule and ensure students are not scheduled to work during class time.
- Monitor student performance and provide feedback and honest assessments.
- Complete online training.

## STUDENT ELIGIBILITY GUIDELINES

The Federal Work-Study program is a Title IV Federal Aid program. It is governed by federal regulations and college policies, providing the opportunity for students to earn money while in college as well as gain valuable work experience. Federal Work-Study funds are allocated on an annual basis. To be considered for employment, a student must:

- Be enrolled at least part-time (6 credit hours for undergraduate, 4.5 credit hours for graduate students).
- Attend on-campus courses (students in online programs are ineligible).
- Not simultaneously be on co-op.
- Be in a financial aid-eligible program of study.
- Maintain Satisfactory Academic Progress (SAP).
- Students cannot be employed in more than one Federal Work-Study position at the same time, excluding tutors.
- Students cannot hold a student employee and Federal Work-Study position in the same department at the same time.
  - Human resources will reject the latter employment request to ensure compliance.

In addition, a Federal Work-Study student must have indicated interest in participating in the Federal Work-Study program on their FAFSA and have an Expected Family Contribution (EFC) that meets the University's established awarding policy.

Students who meet the criteria will be offered a set amount of work-study funding for the fiscal year in their initial financial aid package. Students may request an increase if they have exhausted their funding. If the student has a need, they may be offered an increase. Student questions regarding eligibility should be referred to Drexel Central at 215.895.1600 or via [ask.drexel.edu](mailto:ask.drexel.edu).

## POSTING AN FWS JOB DESCRIPTION

FWS positions are required to be posted on the Drexel Central website, [drexel.edu/drexelcentral](https://drexel.edu/drexelcentral). All positions must also be current, so please submit a request to have your position hidden once it has been filled or viewable if you have hidden a position that needs to be filled. The Office of Financial Aid is required to maintain all position postings on campus.

The Federal Work-Study Request Form may be accessed at [drexel.edu/drexelcentral/requestworkstudy](https://drexel.edu/drexelcentral/requestworkstudy) to request that a new job description is posted or to have an update made to an existing posting. The following information will be needed to complete a request:

- Job title – Make your title as unique as possible to distinguish it from other positions.
- Job description – In 100 words or less, describe the scope of the position and its responsibilities.
- Qualifications – List any qualifications needed from a student. If no qualifications are required, list N/A.
- Minimum education – Select the minimum grade level a student must have attained in order to be considered for the position.
- Community service – Select whether the position is considered community service or not.
- Number of positions – Indicate the number of positions available for this posting.
- Campus – Select the campus where this position will primarily work.
- College/School – Select either the college or school this position is housed in; select “other” if the position is not part of a college or school.
- Department – Select the department the position is housed in.
- Building – Indicate the primary building location of this position.
- Room – List the primary room number assigned to this position.
- Supervisor – Using the directory button to ensure the correct email address is chosen, choose the supervisor for this position ONLY if you are not the supervisor.
- Supervisor phone – List the supervisor’s direct extension.

You will receive an email regarding the status of your posting after review by the Office of Financial Aid. For more information on this process, visit [drexel.edu/drexelcentral/workstudy/employers](https://drexel.edu/drexelcentral/workstudy/employers).

## HIRING PROCESS

Once a position has been posted, the hiring process can begin. Note that students cannot start working until the hiring process is complete.

After you have identified the student(s) you would like to hire for a position, follow these instructions:

1. Schedule and conduct interviews to fill the position. Before scheduling an interview with a student, make sure to check that the student has indeed received a work-study award.
2. After you decide which student you would like to hire, complete an Electronic Personnel Action Form (EPAF) to hire the student. Find information about the EPAF process at [drexel.edu/hr/management/staffing/epafs](https://drexel.edu/hr/management/staffing/epafs). Please note that the Office of Financial Aid will not approve any EPAFs more than two pay periods behind.
3. If this is the student’s first time working for the University or they have not worked for the University in the last three years, the student will need to fill out a New Hire packet. This can be done at Human Resources (HR) at 3201 Arch Street, Suite 430. Make sure that the student brings acceptable forms of ID when visiting HR. This includes a Drexel Student ID (DragonCard) or driver’s license AND an original birth certificate, Social Security card, or a valid current passport.
4. Once the EPAF reaches Human Resources Information Systems (HRIS) in the approval routing queue and all necessary new hire paperwork has been completed, HRIS enters the student into Banner’s HR/Payroll system. Once this has been completed, your student’s timesheet will be activated in DrexelOne.

## TRAINING

It is the responsibility of the hiring supervisor to train work-study students to perform their jobs properly.

## SCHEDULES AND TIME MANAGEMENT

The total maximum number of hours an FWS employee may work is 20 hours per week. Supervisors are expected to establish weekly work schedules with the student each term. Timesheets will reflect actual hours worked. Students cannot be authorized to work during their class hours or co-op terms. It is the supervisor's responsibility to ensure that students are not scheduled to work during class time. Supervisors should ask for and receive a copy of the student's class schedule. Students are allowed to exceed 20 hours a week during summer terms in which they are not attending classes, but will be enrolled to attend future terms.

Students are only allowed to earn up to the amount of their annual FWS award. Supervisors will receive weekly emails from the Office of Financial Aid once their employee is within \$500 of reaching their annual amount. Supervisors will need to monitor their employee's hours to ensure they are terminated once they have earned their total award. If a student is not terminated before earning their entire FWS award, the department will be required to pay any earnings the student earned over the FWS award.

## CONFLICT RESOLUTION/DISCIPLINARY TECHNIQUES

The University urges student employees and college employers to discuss any work-related problems as soon as possible in an effort to resolve the difficulty. In many cases, it is simply a matter of clarifying the job description so that the student clearly understands the expectations, departmental policies, and work schedule associated with the position.

To assist you in resolving serious work-related problems, the following suggestions are recommended:

- Make an honest effort to resolve concerns as promptly as possible by immediately informing students of your dissatisfaction with their performance.
- Clearly define the specifics of the problem for students.
- If applicable, immediately notify students that their job may be in jeopardy.
- Explicitly state the job description and expectations associated with the position to students; include any pertinent departmental policies.
- Offer students suggestions on how they may improve performances and establish a fair and equitable time period for correcting the problem.
- Document all discussions, terms or agreements, outcomes, etc.

Should a problem arise that cannot be resolved by the student employee and the employing department and/or does not permit a traditional resolution, the situation may be referred to Human Resources.

## TERMINATION PROCEDURES

Student employees are terminated from FWS positions based upon either their performance (initiated by the supervisor) or because of their eligibility (initiated by the Office of Financial Aid). Supervisors are expected to follow the termination procedures listed at [drexel.edu/hr](http://drexel.edu/hr).

Supervisors are allowed to initiate termination procedures if the employee's work performance has been deemed unsatisfactory, they have excessive absences, and/or the student fails to respect the confidentiality of records.

The Office of Financial Aid may initiate termination proceedings if students' earnings exceed their FWS annual award, they fail to meet SAP requirements, or their registration drops below six credit hours or 4.5 credit hours for graduate students. If the Office of Financial Aid initiates termination proceedings, the supervisor is required to terminate the student immediately.

# | ADMINISTRATION

## HOURLY RATES AND POSITION NUMBERS

Effective with the 2020–2021 aid year, Federal Work-Study pay rates are as follows:

Undergraduate Students	Position #: FWUG21 \$10.00/hour
Graduate Students	Position #: FWGR21 \$15.00/hour
Tutors	Position #: FWTU21 \$15.00/hour
Law Students Off Campus	Position #: FWOS21 \$15.00/hour
Community Service	Position #: FWCS21 \$15.00/hour
Bridging the Gap	Position #: FWBG21 \$10.72/hour or \$12.50/hour

## RESOURCES

- Email questions and job posting requests to [workstudy@drexel.edu](mailto:workstudy@drexel.edu)
- FWS supervisors' page: [drexel.edu/drexelcentral/workstudy/employers](https://drexel.edu/drexelcentral/workstudy/employers)
- FWS students and job postings page: [drexel.edu/drexelcentral/workstudy](https://drexel.edu/drexelcentral/workstudy)
- FWS hiring process: [drexel.edu/hr/management/staffing/duhiringguides/duworkstudy](https://drexel.edu/hr/management/staffing/duhiringguides/duworkstudy)
- Electronic Personnel Action Form (EPAF) process: [drexel.edu/hr/management/staffing/epafs](https://drexel.edu/hr/management/staffing/epafs)
- FWS termination procedures: [drexel.edu/hr/management/staffing/terminations](https://drexel.edu/hr/management/staffing/terminations)
- Payroll Office: [drexel.edu/comptroller/payroll](https://drexel.edu/comptroller/payroll)

# STUDENT EMPLOYMENT POLICIES

## **AFFIRMATIVE ACTION STATEMENT**

The University is committed to an environment of equal opportunity in education and employment and proactively undertakes initiatives and takes actions to create such an environment. In the administration of its admissions policies, educational policies, scholarship and loan programs, and all other University-administered programs and activities, the University prohibits discrimination against individuals on the basis of:

- Race
- Color
- National Origin
- Religion
- Sex
- Sexual Orientation
- Disability
- Age
- Status as a Veteran or Special Disabled Veteran
- Gender Identity and Expression
- Genetic Information
- Any Other Prohibited Characteristic

Moreover, Drexel does not tolerate unlawful harassment of any kind. It is a violation of this Drexel University Human Resources Affirmative Action Statement to retaliate against any person who makes a complaint of discrimination or testifies, assists, or participates in an investigation or proceeding related to such behavior.

## **SEXUAL HARASSMENT STATEMENT**

Drexel University seeks to foster a safe and healthy environment based on trust and respect. The University is committed to providing an environment free from discrimination, including discrimination based on sex, and has a zero-tolerance policy concerning any and all forms of sexual harassment and misconduct.

The University prohibits sexual and gender-based harassment and misconduct in any form, including, but not limited to: sexual assault, sexual violence, sexual abuse, stalking, intimate partner violence, and any form of nonconsensual sexual conduct.

The University encourages any individual who has been affected by sexual harassment or misconduct to immediately report the incident(s) giving rise to such concerns. This policy provides several reporting options.

For emergencies, the University encourages all individuals to call 911 or the Drexel University Public Safety Department at 215.895.2222.

## **CONFIDENTIALITY POLICY**

FWS students may not be assigned access to confidential records. The content of that work is not to be disclosed to any unauthorized individuals and specific training may be required. In keeping with the Family Educational Rights and Privacy Act (FERPA) of 1974, you and the student worker agree to protect the privacy of student records and college documents. Students must sign a confidentiality agreement with the completion of the New Hire packet.

## **DRESS CODE POLICY**

FWS students are expected to present a neat and clean appearance at all times. Clothing should be appropriate for the area in which the student is working. The specific dress code is at the discretion of the supervisor, but as representatives of the University, FWS students often create the first impression that a student or visitor has regarding the University.