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I. INTRODUCTION

Each academic term students are selected to participate in the Federal Work-Study Program and are assigned to various departments throughout the College. A campus-based program, Federal Work-Study (FWS) receives its funding from both federal and institutional sources. This guide was developed to familiarize supervisors as well as students with the various policies and procedures affecting the Work-Study Program at Essex County College. It is required that supervisors keep a copy of this booklet available at all times and use it as a quick reference when questions arise. It is also required that all Federal Work Study participants read this booklet to become familiar with the policies and procedures of the program. If there are any questions or concerns, please contact the Office of Student Development and Counseling at (973) 877-3266/ (973) 877-3350 or the Financial Aid Office at (973) 877-3180/(973) 877-3200.

II. FEDERAL WORK-STUDY PROGRAM (FWSP)

* Federal Work-Study (FWS) is a program designed to allow students to earn additional funds to meet incidental educational costs while attending an institution of higher education. In addition to allowing students to earn additional funds for school, the mission of the program is to provide a meaningful work experience that will benefit students in their chosen field of study.

* It is the policy of Essex county College not to discriminate on the basis of race, creed, color, religion, national origin, age, sex, physical handicap, or marital status in it’s educational programs, activities, or employment. Further, the College agrees to adhere to all federal and state statutes, order, regulation, and guidelines concerning equal opportunities.

III. PROGRAM ADMINISTRATION

The administration of the Federal Work-Study Program is coordinated by the Financial Aid Office and the Student Development and Counseling Center (hereafter referred to as SDC).

The Financial Aid Office is responsible for general program administration:

- General program management of the FWS program based on federal regulations and guidelines and internal policies and procedures.
- Processing of all FWS awards.
- Creation and permanent maintenance of files for all FWS participants.
- Collection, processing, and maintenance of all FWS applications.
- Monitoring of earned hours of each FWS student to prevent over funding.
- Maintaining direct communication with the Payroll Department and SDC.
Collection of completed FWS assignment packets which includes assigning start and end dates, determining allowable earnings/hours for the semester, and distribution and maintenance of all documents.
Distribution, collection, and maintenance of all FWS evaluations.
Initiating dismissal of FWS participants from the FWS program when appropriate.
Processing employment referrals and verification forms for students with their written consent.
Creation, distribution and maintenance of departmental job descriptions for FWS participants and departmental signature authorizations.
Processing of job referrals, recommendations, and verification of FWS participation for outside agencies.

CONTACTS: Coordinator of the Federal Work-Study Program (973) 877-3180

The Student Development and Counseling Center (SDC) is responsible for the coordination of FWS placements and Kronos administration:

The selection and assignment of both *new and returning students.
Maintenance of all FWS applications from applicants determined eligible for Federal aid by the Financial Aid Office until they have been assigned.
Selecting and notifying *new students to attend the Orientation Workshop which is arranged and conducted by a representative of the SDC.
Creating and distributing the FWS assignment packets for both new and returning FWS students.
Maintaining copies of assignment sheets and FWS applications for all FWS participants for future reference.
Maintaining direct communication with departmental supervisors and FWS participants and responding to their needs and concerns.
Kronos administration: creation and maintenance of FWS records in Kronos.
Initiating transfers and dismissals.

CONTACTS: Federal Work Study Placement Coordinator (973) 877-3266

* Students who are new to the FWS Program at Essex County College

IV. ELIGIBILITY

In order to become eligible for FWS, a student must comply with certain policies and procedures as mandated by the federal government as well as Essex County College.

These policies and procedures are as follows:

- The student must apply for federal aid through the Free Application for Federal Student Aid (FAFSA).
➢ The student must apply for federal work-study by completing the Federal Work Application which may be obtained from the Financial Aid Office or by downloading the application from the Essex County College website.

➢ The student must be determined eligible for federal aid by complying with preliminary provisions such as default, selective service (for men), citizenship status, etc.

➢ The student must comply with Essex County College’s Financial Aid Academic Progress Policies.

➢ The student must register for and maintain at least six (6) credits during the Fall and Spring semesters. Participation in the FWS Program during the summer semesters does not require the student to register for classes.

➢ The student must have financial need.

Financial need is crucial in determining a student’s eligibility; however, other factors may be considered.

When a student’s application is reviewed by a financial aid officer, a budget (established by the Financial Aid Office as mandated by federal regulations) is determined for the student for the academic year. Factors which determine a student’s budget are tuition and fees, room and board, transportation, books, child care expenses, etc. After the student’s budget is determined, all scheduled financial aid is applied. The student’s budget minus financial aid and other resources (grants, scholarships, waivers) received by the student, results in unmet need. It is this figure that determines if the student is eligible to work and how much the student can earn during the academic year, for example:

John Doe  ID# 123-45-6789

< BUDGET = $8,000>

AWARDS

$3,125  Pell Grant
$1,902  Tag Grant
$ 750  EOF Grant
$ 200  SEOG Grant

= $2,023  Unmet Need

In this case, John Doe’s budget for the academic year is $8,000. He received a financial aid package of PELL, Tag, EOF, and FSEOG. After applying all monies, John’s unmet need is $2,023, which is the total amount he can earn in work-study funds.
**NOTE:** FWS funds are limited. A student who has remaining need in their budget is not necessarily entitled to participate in the program. **The Office of Financial Aid determines how many students are eligible to work during each academic term based on FWS funds available. Eligible students are selected on a first come, first serve basis.**

V. APPLICATION AND PLACEMENT PROCESS

As mentioned in Section III, the first step in applying for Federal Work-Study is the completion of the Free Application for Federal Student Aid (FAFSA)

1) Students must obtain and complete a FWS application by downloading an application from the ECC website, [www.essex.edu/fa/forms/](http://www.essex.edu/fa/forms/) and submit the completed form to the Financial Aid Office. The FWS application will only be accepted if all other required documents have been received. If the student’s application becomes incomplete after the FWS application has been submitted, the FWS application will be returned to the student. The student will need to return to the office to submit all outstanding documents in addition to the FWS application. **THE FWS APPLICATION WILL NOT BE PROCESSED UNTIL THE FILE HAS BEEN REVIEWED AND ELIGIBILITY DETERMINED FOR FINANCIAL AID.**

2) The Financial Aid Office will determine the student’s eligibility for participation in the FWS Program based on the eligibility requirements outlined in Section IV. **PLEASE NOTE:** Students placed on financial aid probation may participate in the FWS program; however, their academic standing will be reviewed at the end of each semester to determine their eligibility to participate in the FWS Program the following semester.

3) **If FWS applicants are deemed eligible for participation in the FWS Program, the Financial Aid Office will post FWS funds on the students’ account. Note: Students must be hired by the end of the second week of fall semester classes or their work-study award will be canceled.** If the student’s file is either under review or pending review by the office, the FWS application will remain in the Financial Aid Office until a determination has been made. If FWS funds are exhausted, the student will be notified via email and the FWS application will remain active on file in the Financial Aid Office.

4) The SDC office, who is responsible for making assignments packets, will receive all eligible FWS applications for job placement. These applications will form the database from which all job placements will be made. **NOTE:** students will be notified by the SDC to attend an orientation and pick up their assignment packet

5) All eligible FWS students will be required to attend a FWS Orientation prior to being assigned a job. In the orientation, students will review the rules and regulations for maintaining eligibility for the FWS program. After the orientation, “new” students (students who are new to FWS at ECC), will be sent to various department to interview
for the positions that are available within the college. Returning FWS participants, if eligible, are almost always re-assigned to the same department.

6) Placement is determined by matching major, experience and skills against job descriptions. Depending upon the needs of a particular department versus the number of FWS slots allotted for that department, some students may receive assignments in other areas until preferred positions become available. If a student is selected by the department to fill a vacancy, the student returns to SDC for an assignment packet. If the student is not selected for a position, the student will be sent to another department for possible placement. **Remember, submission of an application for FWS does not guarantee placement, you must have the skills and ability to meet the job requirements established by the department where you are being referred.**

7) Once you are accepted for a position, you will need to report back to SDC where you will be given an Assignment Packet. Upon receipt of the FWS Assignment Packet, the Financial Aid Office will review all forms for completeness and signatures. We will also record a start date, end date and the student’s maximum FWS award and hours for the semester on the assignment sheet. In addition, we will separate the forms and express to the student how the forms should be utilized, and who should receive the copies.

8) The student will be sent back to SDC to be enrolled/reactivated in Kronos. **NOTE: THE STUDENT WILL NOT BE COMPENSATED FOR HOURS WORKED PRIOR TO THE START DATE INDICATED ON THE ASSIGNMENT SHEET OR AS DETERMINED BY SDC.**

9) The hours worked by the FWS participant are reported to the ECC Payroll Office and payroll checks are produced and distributed via a paper check or by a Direct Deposit/SmartCard transaction. Checks must be picked up by the department supervisor (or designee), a direct deposit transaction deposits the funds into the participant’s individual bank account or on SmartCard (Visa Debit Card). We strongly recommend that students sign up for either Direct Deposit or the SmartCard, which is a safe and convenient way of receiving FWS funds.

**ALL FWS PARTICIPANTS MUST MAINTAIN A CODE OF CONDUCT AND DECORUM IN THEIR POSITION AS THEY WOULD IN ANY EMPLOYMENT ENVIRONMENT.**
DEPARTMENTAL REQUIREMENTS

Paramount to assigning FWS students, the Financial Aid Office and SDC will require every participating department to disclose a general job description(s) for its FWS personnel, and verification of supervisory personnel, and Kronos administrator(s).

Each department is required to have on file in the Financial Aid Office the forms indicated below. Departments who are being assigned FWS staff for the first time MUST complete these forms prior to completing the assignment sheet:

- **Authorized Departmental Signature Form** should identify the supervisor(s) within each department and the Kronos administrator(s). This form should be reviewed periodically and revised whenever there is a change in the FWS supervisory staff within the department. Having this information on file protects the student and the department, and enables the SDC and the Financial Aid Office to resolve issues, should they arise, in a timely fashion.

- A **Federal Work-Study Position Description Form** must be completed for all FWS personnel in every participating department. Please be as specific as possible in describing the duties and responsibilities being assigned to FWS personnel and provide updates whenever necessary.

These forms are available in the Financial Aid Office.

VI. SCHEDULES

Either before the student begins their assignment or during their first work week, students are to meet with supervisors to arrange their work schedule. Here are some guidelines which both the supervisor and the student should take into consideration when creating a work schedule:

- FWS personnel are NOT allowed to work during scheduled class hours UNLESS the class(es) have been cancelled or rescheduled.

- FWS personnel are not allowed to work more than fifteen (15) hours per week during the Fall and Spring semesters.

- FWS personnel should only be allowed to work when the supervisor (or designated person) is present and within the hours of operation for that department.

- FWS personnel are not allowed to work during official college closings or holidays.
FWS personnel may work on Saturdays provided the authorization to do so has been received from the supervisor AND that a supervisor (or designated staff) is present within the department during those hours.

FWS personnel should contact their supervisor(s) to inform them of absences or if they anticipate arriving late to the work site.

With respect to the student’s class schedule, it is expected that student and supervisors will be flexible in creating work schedules. The FA Office and the SDC will conduct random checks to ensure sign-in sheets are being utilized, that work schedules are within the department, and that FWS personnel (and supervisory staff) are working the hours indicated on the work schedule to insure that student(s) is in compliance with FWS policies and procedures.

VII. TIME AND ATTENDANCE

Kronos is a Touch ID biometrics time clock that is used to record time and attendance. Rather than using a key, code, or chip to identify the user, they rely on a unique attribute of the user, such as a hand print, finger print, finger vein, palm vein, etc. Our system requires a single finger scan to identify an individual.

FWS personnel must first be enrolled in Kronos by the FWS Coordinator in SDC. Starting with the first day of their assignment, they are expected to sign in and out using this system: there are devices in different locations throughout the campus. When a student leaves the work-site to attend class they should log out and log back upon returning to the work-site.

VIII. PAYMENT PROCESS

The current pay rate is $8.44 per hour, the minimum wage established by both the New Jersey Department of Labor and the federal and state governments. Taxes will not be withheld from a student’s earnings if the student is registered for classes during a semester when he or she is participating in the FWS Program.

Students are paid bi-weekly. The Essex County College Payroll Department generates paychecks or electronic transfers (Direct Deposits) for each FWS participant from time recorded in Kronos.

To ensure proper payment to FWS personnel, supervisors should:

- Place the sign-in sheet in an open area for students to record hours worked. Use the sign-in sheet as a backup.
Routinely monitor hours recorded by students to prevent incorrectly reported work hours.

Diligently review hours reported in Kronos against hours recorded on sign-in sheet.

Be positioned to verify the hours worked by all FWS personnel the Monday prior to a pay day.

To ensure accurate and timely pay, the student must:

Report to work on time.

Logging into Kronos prior to arriving at the work site and logging out of Kronos upon leaving the work site.

Sign in and out accordingly, even when you leave for class and planning to return to the work site. Please note that all students must take at least a thirty (30) minute break if they anticipate working six (6) or more consecutive hours in one day. The Payroll Department will automatically deduct thirty minutes from a time sheet of a student who worked six or more consecutive hours in one day even if the time sheet does not reflect a break period.

Not exceed the weekly maximum number of hours (15) as established by the Financial Aid Office.

Ensure that there are no conflicts between the time reported on the Sign-In Sheet and the time reported in Kronos.

NOTE: Students will not be paid for breaks, time lost because of illness, extended absences for any reason, or college closings.

Supervisors (or their designee) are responsible for picking up paychecks for their FWS personnel from the Payroll Office on the 6th Floor. Please note: If the college is closed on a scheduled pay day, FWS personnel who are paid by check will not be able to secure their check until the college reopens. We strongly recommend that FWS personnel sign up for direct deposit.

Direct Deposit forms are available in SDC, the Financial Aid Office, and the Payroll Office.

All FWS personnel will receive a W-2 at the end of the year for tax filing purposes.
REMAINING HOURS

The completed assignment sheet reflects the total FWS award for each semester(s): that award is further divided into the maximum number of hours a student may work for those semesters. When time worked is submitted for payment, the hours (and dollars) are deducted from the initial FWS award.

VIX. WARNING LETTERS AND STOP LETTERS

**Warning** letters are produced and sent to students when the hours remaining are equal to or less than the maximum number of hours a student is allowed to work within a pay period (two weeks). For example, during the fall and spring semesters, a student may work a maximum of fifteen (15) hours per week – a grand total of thirty (30) hours for the pay period. A student would be sent a warning letter when remaining hours were equal to or less than thirty (30).

**Stop** letters are produced and sent to students for a variety of reasons (e.g. total withdrawals, no-shows, notification of loan default, etc.) for which the student will be notified. *The student must stop working immediately, the supervisor will be notified, and they will be deactivated in Kronos.*

X. DISMISSALS AND TERMINATION

Oftentimes an FWS participant’s assignment may end prematurely due to **dismissal** or **termination** from an assignment.

Reasons for **DISMISSAL** include, but are not limited to:

- Breach of the Privacy Certification.
- Falsifying/manipulating time worked either in Kronos or on the departmental Sign-In Sheet.
- Negative interactions with staff or students.
- Insubordination.
- Misconduct not in the interest of the Federal Work-Study Program and Essex County College.
Dismissals are permanent, meaning that the student is prohibited from participating in the Federal Work-Study Program while attending Essex County College. The SDC will collect the data concerning the incident and the Financial Aid Office will forward a letter of dismissal to the student.

Examples of causal terminations, which are generally not permanent, include but are not limited to:

- Exhausted FWS award.
- Financial Aid/Academic probation.
- Total withdrawal or total no-show from classes during work-study assignment.
- Failure to submit required documents for financial aid file.

At any time during a school term, a supervisor may request the automatic termination, accompanied by an explanation, of an FWS participant. Reasons for dismissals include, but are not limited to, the situations described below:

- Failure to carry out required tasks reasonably.
- Unexcused absences from work (time and attendance).
- Inappropriate interactions with staff or students.

The supervisor should give two warnings: verbal and written. However, depending on the severity of the incident, the supervisor can recommend immediate dismissal. These situations are handled by the SDC.

### XI. RESIGNATION

Situations arise where a student can no longer remain a participant of the FWS Program and personally has to end the assignment. If this is the case, it is recommended that the student submit a letter of resignation to the supervisor, the Student Development and Counseling Center, and the Financial Aid Office two weeks prior to the effective date.

Situations also arise where a department wishes to transfer an FWS student to the college’s part-time or permanent payroll. **FWS PARTICIPANTS MAY NOT WORK UNDER TWO PAYROLLS SIMULTANEOUSLY.** The student must formally resign from his or her FWS position prior to being hired part-time. The resignation must be typed or written and include an end date – the last day for work should be the end of an FWS payroll period. This document should be submitted to the student’s supervisor,
SDC, the Financial Aid Office, and Human Resources prior to the student being placed on the college payroll.

XII. TRANSFERS

Transfers from one department to another are conducted on occasion to accommodate the needs and desires of students and supervisors alike. Depending on the situation and the availability of FWS slots in other departments, the SDC will try to place students in areas of interest or areas related to their major, upon request. Before starting their new assignment, the student must follow the same procedures outlined in the Application and Placement section of this guide: the student must receive a new assignment packet from the SDC and report to the newly designated area to have all forms completed and signed. These forms must then be submitted to the Financial Aid Office for processing and returned to SDC.

Neither supervisors nor students are to conduct transfers. If there is any scenario requiring a transfer, SDC must be notified.

XIII. SUMMER EMPLOYMENT

Students are allowed to participate in the Federal Work-Study Program during the summer sessions. While the requirements for the summer sessions are basically the same as those for Fall and Spring (i.e., academic progress, remaining need, and satisfactory attendance), there are additional requirements which must be met:

- Students do not have to register for classes to participate in the FWS program, however the student’s wages will be taxed if they are not enrolled in classes during the summer sessions.

- Students must certify their intent to register for the following semester (Fall) if they participate in the FWS program during the Summer II semester.

- If the student registers for either Summer Session I or Summer Session II, tuition and fees for either semester must be paid in full.

The number of participants and hours allotted during Summer I are contingent upon available funds.

The Summer II session is the beginning of a new academic and fiscal year. Students must complete their financial aid file for the new academic year and comply with all existing provisions before starting their assignments for Summer II.
XIV. COMMUNITY SERVICE

Reauthorization of 1992 mandated that a percentage of federal work-study funds are allocated towards community service. Community service includes, but is not limited to, the areas of welfare, social services, transportation, recreation, crime prevention and control, support services for students with disabilities, and mentoring activities. Participation in community service agencies/organizations can be with a public non-profit or private for profit institution, and is not limited to work on campus. Essex County College must establish an agreement with any eligible outside organization prior to any work-study providing services for that particular organization. Any student interested in participating in community service work-study must contact the SDC for details.

XV. EVALUATIONS

Participating departments will receive evaluations forms for their FWS personnel twice within an academic year: Summer II/Fall and Spring/Summer I. These forms will be kept on file and will continually update the SDC and the Financial Aid Office on each student’s work performance. In addition, they will serve as reference material for inquiries and job references upon the student’s written consent. And they will also be considered in cases of work-study transfers, dismissals, and terminations.

When completing evaluations for FWS personnel, it is required that supervisors:

- Review the evaluation with each student providing a constructive critique that will assist the student in further developing professional and organizational skills.
- Provide appropriate signatures (both supervisor and student) and forward the completed evaluation to the Financial aid Office.

Evaluations will be sent to supervisors for all students who worked in their department each semester within the academic year. Supervisors must complete the forms regardless of whether the student completed the assignment or not.
XVI. SITE VISITS

At any given point during a semester, the FWS Coordinators may conduct site visits. The purpose of site visits is to ensure all policies and procedures are being implemented, as well as to keep the lines of communication open between the SDC, Financial Aid Office, and participating departments. Normally, supervisors are notified of upcoming visits; however, this will not always be the case.

Supervisors should always:

1. Have sign-in sheet(s) in a convenient location.
2. Make sure sign-in sheet(s) are up to date.
3. Have copies of FWS personnel schedules available.
4. Make sure FWS personnel are working during scheduled hours.
5. Have a copy of the FWS guide available.

If any department is in need of sign-in sheets, schedule forms, or FWS guides, the SDC or the Financial Aid Office should be contacted.
Federal Work-Study Application

Instructions for Completing the Assignment Packet

Assignment Sheet

Policies and Procedures

Privacy Certification

Statement of Enrollment (Summer Session II only)

Sign-In Sheet

Payroll Schedule

Federal Work-Study Position Description Form

Denial Letter – Lack of positions

General Denial

Termination Letter – Misconduct/Disruptive Behavior

Warning/Stop Letter

Authorized Departmental Signature Form

Evaluation Form

Referral Form
ESSEX COUNTY COLLEGE
OFFICE OF FINANCIAL AID
FEDERAL WORK-STUDY APPLICATION
2014-2015

DEADLINE DATE FOR THE 2014-15 ACADEMIC YEAR IS AUGUST 14, 2014

NOTE: SUBMISSION OF A COMPLETED APPLICATION, EVEN BY THE DEADLINE, DOES NOT GUARANTEE PLACEMENT

GENERAL INFORMATION

DATE: ____________________

ID# ______________________ SSN# ______________________

NAME ____________________ ____________________ ____________________

Last First MI

ADDRESS ____________________ ____________________ ____________________

Number Street Apt. No.

City State Zip Code

Date of Birth ____________ Telephone Number ____________________

Email Address ____________________

WORK STUDY INFORMATION

1. Major ____________________

2. Please indicate what semester you are applying for: Sum II ( ) Fall ( ) Spring ( ) Summer I ( )

3. Have you participated in the Federal Work-Study program before? Yes ( ) No ( )

4. If yes, where did you work? ____________________ Semester ____________________

5. Were you ever terminated from the Federal Work-Study program? Yes ( ) No ( )

6. In what department do you prefer to work? ____________________

7. Do you have any physical challenges that might limit your job performance? Yes ( ) No ( )

8. If yes, please explain: ____________________________________________________________

9. Do you type? Yes ( ) No ( ) If yes, how many words per minute? _________ wpm.
10. Are you fluent in any languages other than English?  Yes ( )  No ( )
If yes, please list: ____________________________________________________________

11. Please list any skills, hobbies, and interests you have that will be helpful in placing you in the proper job (i.e., filing, computers, adding machines, etc.).

__________________________________________________________________________

EMPLOYMENT HISTORY
(Begin with the most recent employer)

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<th>Company</th>
<th>Job Title</th>
<th>Job Responsibilities</th>
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12. In case of an emergency, please contact:

Name: ____________________________________________
Address: ________________________________________
Telephone: __________________________

I certify that the entries above are true and accurate statements. I understand that any omissions or false statements on this application will constitute reason for dismissal.

13. Applicant’s Signature __________________________ Date _______________________

Affirmative Action Policy Statement

It is the policy of Essex County College not to discriminate on the basis of race, creed, color, religion, national origin, age, sex, physical handicap or marital status in its educational and employment activities or employment. Further, the College agrees to adhere to all federal and state statutes, orders, regulations, and guidelines concerning equal opportunities.

For Office Use Only

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<th>SUMMER II</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER I</th>
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<td>INELIGIBLE</td>
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Comments: ____________________________________________________________
Workshop Attendance: ________________________________________________
INSTRUCTIONS FOR COMPLETING THE ASSIGNMENT PROCESS/PACKET

*THE PROCESS*

1. Report to the Student Development and Counseling Center for your Assignment Packet.
2. Report to your work-site. Both you and your supervisor must sign and date the Assignment Sheet.
3. You must review and complete the remaining forms (see below).
4. Report to the Financial Aid Office. There your forms will be reviewed, validated and separated, and your copies disbursed to you.
5. The Start Date on the Assignment Sheet should be two days from the date your Assignment Packet was received and processed by the Financial Aid Office. YOU WILL NOT BE PAID FOR TIME WORKED PRIOR TO START DATE ON YOUR ASSIGNMENT SHEET.
6. With your copies of the forms in hand, return to the Student Development and Counseling Center (SDC) so that you can be enrolled in KRONOS. You will be given additional instructions related to signing in and out of KRONOS. YOU WILL NOT BE PAID FOR TIME WORKED PRIOR TO YOUR BEING ENROLLED IN KRONOS. Enrollment in KRONOS is a one-time process unless you leave the institution/work-site for an extended period of time.
7. Immediately thereafter you may report to work site.

*THE FORMS*

✓ Your Federal Work-Study Application must be completed, signed, and dated by the student and submit to the Financial Aid Office.
✓ The Assignment Sheet should be signed and dated by the Supervisor and Student. The Financial Aid Office will complete the rest of the form. The start and end dates will be indicated as well as the total amount you are earning during the term. Your assignment sheet will be validated by the FWS stamp and the initials of an FWS Representative. The start date stamped on the assignment sheet by the Financial Aid Office is your official start date.
✓ The Payroll Schedule is for your records.
✓ The Work Schedule Form should be completed by the student and supervisor.
✓ Privacy Certification must be signed and dated by the student.
✓ W-4 Form must be completed, signed, and dated by the student.
✓ FWS Policies and Procedures Forms must be completed, signed, and dated by the student.
✓ The Statement of Enrollment should only be included in the assignment packet for Summer II participants. Must be signed and dated by the student.
✓ The Direct Deposit Forms should be completed, signed, dated, and accompanied with a blank check marked void across the front. Submit all documents to the Payroll Office.
# Federal Work-Study Program

**Assignment Sheet**

**Date:**

**New**

**Ret**

**Trans**

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<td>NAME</td>
<td>PHONE ( )</td>
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<tr>
<td>ADDRESS</td>
<td>APART#/FLOOR</td>
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<tr>
<td>CITY</td>
<td>STATE</td>
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**Allowable Earnings**

<table>
<thead>
<tr>
<th>SUMMER II</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL HOURS</td>
<td>START DATE</td>
<td>END DATE</td>
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</table>

**Department:**

**Supervisor:**

**Room#**

- This offer of employment with the FWS Program(s) indicated above is contingent upon you meeting academic progress and other requirements as established by Essex County College and the Federal Student Aid Programs.
- Students may work up to fifteen (15) hours/wk during the Fall and Spring semesters. These hours may be modified during extension periods and the Summer semesters. The student understands that they must use the KRONOS system to sign in and out and to be paid for hours worked.
- Prior to reporting to a worksite, students are responsible for obtaining an assignment sheet (and all other documentation) from the Career Resource Center, having all forms processed by the Financial Aid Office, and returning the remaining forms to the Career Resource Center for further processing including, but not limited to, enrollment in KRONOS.
- Hours worked during periods of non-enrollment must be pre-approved by the FWS Coordinator.
- I acknowledge that I have read the ECC Student and Supervisors Guide to Federal Work-Study and the Policies and Procedures Form and I will adhere to the guidelines set forth in both documents.

**Student Signature**

**Supervisor Signature**

**Accepted:**

**Yes**

**No**

**Title:**

**Date:**

**Hired:**

**Yes**

**No**

**Assignment Authorization:** The Career Resource Center

*Federal Work Study Awards (allowable earnings) are subject to change.*
ESSEX COUNTY COLLEGE
FEDERAL WORK STUDY PROGRAM
POLICIES AND PROCEDURES

✓ Students must complete the process of reapplying for financial aid (which includes the Federal Work-Study Application) every academic year. Students must also complete the assignment process with the Federal Work Study Program every semester. FWS applications will not be processed until a determination for aid eligibility has been made.

✓ Students will begin work only on their Start Date after having completed the assignment process which includes, but is not limited to being enrolled in KRONOS. Students must stop working on or before the end date unless otherwise notified.

✓ Students may work on Saturdays provided they are supervised by staff in that department and the name of the student and supervisor has been documented and forwarded to both the Financial Aid Office and the Career Resource by the department head.

✓ Students are not permitted to work on holidays or during official college closings. Students will not be paid for breaks, college closings, or time not worked because of illness, emergencies, etc.

✓ Students must sign in and out KRONOS every day upon arriving and leaving their work site. You must also sign in and out using a sign-in form within your department and turn in documentation. If you miss signing in or out, you must report it to your supervisor immediately.

✓ Students must maintain the academic progress requirements established by Essex County College.

✓ Students may not exceed the maximum number of hours allotted for each work week. (Currently 15 hours).

✓ Falsification of hours worked are grounds for immediate dismissal from the FWS program.

✓ All students must take a thirty (30) minute break if they anticipate working six or more consecutive hours in one day.

✓ Students must call their supervisor to inform them of absences or tardiness.

✓ Payroll checks will be distributed every two (2) weeks according to the FWS payroll schedule.

✓ All injuries or illnesses occurring while at work must be reported immediately to the supervisor, Health Services, and the Federal Work-Study Coordinator or Specialist.

✓ The current pay rate for the FWS Program is $7.25 per hour.

Name: ____________________________  SSN: ____________________________

(Please Print)  

Signature: ____________________________  DATE: ____________________________
PRIVACY CERTIFICATION

I, ________________________, SS# _____________________, of full age certify:

- I have read and understand the Federal Work Study Position Description Form. I understand that in performing my job functions, I may have in my custody and control confidential and private information.

- Moreover, I understand that I am not to disclose this information to anyone, unless specifically authorized by my supervisor.

- I further understand that if I release any information, not authorized by my supervisor, that I may be subject to termination from the Federal Work Study Program, and other punitive actions up to and including civil criminal action.

Signature of Federal Work-Study Student ________________________ Date ____________
STATEMENT OF ENROLLMENT

I, __________________________________________ certify that I plan to enroll at Essex County College for the 2014-2015 academic year. I understand that as a requirement of the Summer II Federal Work-Study program, I must certify my intent to enroll in the upcoming academic year. I also understand that if I do not certify my intent to enroll, my Federal Work-Study assignment may be subject to termination.

Name________________________________________ Date ________________
(Signature)
# Federal Work-Study Sign-In Sheet

## Week 1

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<thead>
<tr>
<th>DAY/DATE</th>
<th>TIME IN</th>
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<th>TOTAL DAILY HOURS</th>
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## Week 2

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Name: ____________________________  Department: ____________________________
Commencing Monday, **January 9, 2012**, students in the Federal Work-Study Program will be allowed to work a maximum of fifteen (15) hours per week until **Friday, April 20, 2012**.

**NOTE:** All Federal Work-Study students must use Kronos to sign in and sign out each day they report to work. No one, including your supervisor, can sign in and out for you.

If you have not already done so, you must be enrolled in Kronos before you can begin signing in and out using the Kronos system (Report to the Career Resource Center for details).

- There are Kronos devices located throughout the campus.
- You should use the device closest to your work site.
- You are allowed a maximum of two (2) sign-ins and (2) sign-outs per day (you do not have to sign in and out for breaks).
- You must immediately report any missed punch ins to your supervisor and/or Kronos Administrator in your department.
- Use the paper sign-in sheet located in your department office to sign in and out as a backup and as verification of your start and end times.
- You will not be compensated for time worked that exceeds the fifteen (15) hour maximum.
- You will not be paid for holidays and college closings.
- FWS students who expect to work six or more consecutive hours must take at least a half-hour break.
- There are Kronos devices located throughout the campus. You should use the device closest to your work site.
- Pay checks and pay stubs must be picked up from the Payroll Office by your supervisor or designated college employee. Your Kronos report must be finalized by the last day of every payroll period.

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<td>02/21/2012 - 03/02/2012</td>
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<td>03/05/2012 - 03/16/2012</td>
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<td>03/19/2012 - 03/30/2012</td>
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<td>04/02/2012 - 04/13/2012</td>
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<td>04/16/2012 - 04/29/2012</td>
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College Closings: January 15, 2012 (MLK Birthday); February 20, 2012 (President’s Day); April 8, 2012 (Good Friday).

* Last day of work for all FWS participants is Friday, April 20, 2012.
FWS Personnel will perform the following duties within this department:

(Please place a check mark in the right hand column for each task to be performed by the student)

- Answering general questions/greeting visitors
- Answering the telephone
- Data Entry
- Filing
- Xeroxing
- Reviewing/assessing general information
- Typing/word processing of forms and correspondence
- Lab assistance
- Tutoring
- Light setups/arrangements, equipment distribution/retrieval, event assistance
- Distributing information
- Light inventory, supply management
- Performs other related duties as assigned
- Other duties (please be specific)
No More Positions Available!!

Dear Applicant,

Thank you for your interest in the Federal Work-Study program here at Essex County College. Unfortunately, we are unable to process your application inasmuch as we have received more applications than we have positions to fill.

However, your application will remain active on file, and you will be contacted by the Student Development and Counseling Center (SDC) should there be an open position in the near future.

The Federal Work-Study Program is a program that provides students with the opportunity to supplement their income to meet educational costs while engaged in a valuable and rewarding work experience. FWS participants must meet all eligibility requirements for federal aid, they must comply with the policies and procedures as mandated by the federal government and Essex County College and they must comply with the policies and procedures of the Federal Work-Study Program.

Note: To be eligible for FWS for the fall and Spring semesters, you must register for 6 or more credits and must maintain a Satisfactory Academic Progress (SAP).

**FWS assignment will be based on a first come, first serve basis.

Thank you for applying to the Federal Work-Study program at Essex County College.

Jodi-Ann Williams
FWS, Coordinator
NOTICE OF DENIAL

SS#__________________________

Date: ________________________

Dear ________________________,

The Federal Work-Study Program is a program that provides students with the opportunity to supplement their income to meet educational costs while engaged in a valuable and rewarding work experience. FWS participants must meet all eligibility requirements for federal aid, they must comply with the policies and procedures as mandated by the federal government and Essex County College and they must comply with the policies and procedures of the Federal Work-Study Program.

We regret to inform you that your participation in the Federal Work-Study program has been denied for the __________ semester for one or more of the following reasons (check below):

( ) Your application for financial aid is incomplete. Please log on to myecc.essex.edu to find out the outstanding documents that are required.

( ) You do not have enough financial need or your need is not large enough for you to benefit from the FWS program.

( ) You were placed on financial aid probation and it has been determined that you are not making quantitative academic progress.

( ) Our records indicate that you do not have a High School Diploma or GED. You must submit your High School or GED Transcript to enrollment services to be eligible for any federal aid.

( ) You are not enrolled for the semester indicated above

( ) Enrollment Services Express has reported you as not attending all of the courses for which you registered.

( ) You have completed your course of study here at Essex County College according to the Enrollment Services Express.

( ) You were previously dismissed from the FWS program here at Essex County College.

( ) Other: ____________________________

Please feel free to contact the FWS Program if you have any questions or concerns.
NOTICE OF DENIAL
FOR MISCONDUCT/DISRUPTIVE BEHAVIOR

Dear ________________,

The Federal Work-Study Program is a program that provides students with the opportunity to supplement their income to meet educational costs while engaged in a valuable and rewarding work experience. FWS participants must meet all eligibility requirements for federal aid, they must comply with the policies and procedures as mandated by the federal government and Essex County College and they must comply with the policies and procedures of the Federal Work-Study Program.

Unfortunately, we must discontinue your employment here at Essex County College for one or more of the following reasons listed below:

( ) You have been terminated from two (2) FWS positions because of misconduct and/or disruptive behavior.

( ) You have falsely reported hours on time sheets and did not report to work on the times you signed in.

( ) You have engaged in unlawful and/or disruptive behavior not in the interest of the Federal Work-Study Program and Essex County College.

( ) Other: __________________________________________
    __________________________________________
    __________________________________________

Please feel free to contact the FWS Program if you have any questions or concerns.

__________________________
FWS Program
Dear Student:

When you were assigned the FWS position you now hold, you were granted an FWS award of $_____________ dollars, ________________ hours (please refer to your Assignment Sheet).

As of the last pay period, you have earned a total of $_____________ dollars ________________ hours):

( ) You now have $_____________ dollars (______________ hours) remaining to earn (work) after which you MUST STOP WORKING.

( ) YOU MUST STOP WORKING IMMEDIATELY.

More than likely, you will have received this letter during the most current pay period. This means that the hours which you will submit on your time sheet have not been included in the figures above; they must be deducted from the remaining hours as indicated above. Please be advised that any hours worked beyond the hours indicated above and for which you have not received approval from the Federal Work-Study Coordinator, will not be paid.

Thank you for your participation in the FWS Program. We certainly hope you have had a pleasant and rewarding work experience!

Office use only: PP(S) __________ EPP ____________ Processed by ___________

STOP
AUTHORIZED DEPARTMENTAL PERSONNEL AND SIGNATURES FOR FWS PERSONNEL

DATE ISSUED:_________________________

DEPARTMENT:_____________________________________________________

DEPARTMENT CHAIRPERSON/DIRECTOR:________________________________

FWS SUPERVISOR:___________________________________________________

ROOM NUMBER:_____________________________________________________

TELEPHONE NO:_____________________________________________________

Please provide printed/typed name(s) and signature(s) of person(s) responsible for supervising FWS students and your KRONOS administrator(s) in the spaces below. When this form has been completed in its entirety, return it to the Financial Aid Office (FWS program).

1) ___________________________________________ SIGNATURE

2) ___________________________________________ SIGNATURE

3) ___________________________________________ SIGNATURE

TODAY'S DATE:_________________________
ESSEX COUNTY COLLEGE
FEDERAL WORK-STUDY EVALUATION
(Spring/Summer I: 2013/14)

NAME: 
ID# 

DEPARTMENT: 
TERM(s): 

Briefly describe the type of work performed by the student: 

Please evaluate your work-study’s performance based on the characteristics listed below. Indicate your rating of each characteristic by checking the appropriate box:

5 = Superior; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor;

1. Human Relations: Demonstrates warmth and enthusiasm; relates to others in a positive way.

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2. Attitude: Courteous, cheerful, and interested; willing to work at difficult tasks.

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3. Oral Communication: Can effectively communicate with others.

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4. Punctuality: Reports to work when scheduled.

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5. Dependability: Can be relied upon to work toward the accomplishment of departmental goals, completing assigned tasks and/or projects as assigned.

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6. **Quality:** Accomplishes tasks accurately; completes all aspects of assigned tasks thoroughly.

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7. **Quantity:** Completes the amount of work expected for the position.

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8. **Appearance:** Reports to work suitably dressed.

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9. **Overall Performance (average rating):**

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10. **Reasons(s) for termination (only if applicable):**

   ( ) Not punctual, poor attendance
   ( ) Did not adequately perform assigned tasks
   ( ) Did not relate well to others
   ( ) Falsified hours/shift signature(s)
   Other: ________________________________

11. **Comments:**

    ________________________________

    ________________________________

This evaluation __has__ has not been reviewed with the FWS participant. If not, please state reason:

    ________________________________

    ________________________________

_________________________  ______________________  __________________________  ______________________
Signature of Supervisor Date Signature of Student Date
Student Development Center

Federal Work/Study Program

Spring 2013 Referral Form (Returning Students)

Federal Work/Study Coordinator: Fiona McMahon

Supervisor’s Name: ____________________________________________

Department: ________________________________________________

Department Code: __________________________________________

(check one)

Hired: YES ______ NO ______

Supervisor’s Signature: ___________________________ Date: _____________

Student’s Name: ___________________________ ID# ___________________

Phone #: ___________________________ DOB ____________________________

Address: _______________________________________________________

_______________________________________________________________

Email (print): ________________________________________________

(check one)

Accept: YES ______ NO ______

Student Signature: ____________________________________________ Date: _____________