



SANTA FE
COLLEGE

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**FEDERAL WORK STUDY
PROGRAM HANDBOOK FOR
STUDENTS**

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WELCOME

WELCOME to Santa Fe College's Federal Work Study Program!

Santa Fe is a dynamic, innovative learning environment committed to the mission of “adding value to the lives of our students and enriching our community.” Academic excellence and freedom, cultural diversity and equity, assessment, accountability, and improvement are just a few of the many principles that govern the life-long learning experiences here at Santa Fe College.

Federal Work Study Overview

Federal work-study (FWS) is a program funded by both the federal government that provides part-time employment to students that display financial need. Eligible students have an opportunity to earn money to help with educational expenses while gaining valuable professional experience in college or community service jobs.

Benefits

- Allows you to earn money to help pay for your educational expenses.
- It provides opportunities to work in areas that are related to your course of study.
- Your FWS employer acknowledges you are a student first. FWS employers are flexible and willing to work around your class schedule.
- It provides vital experience and training, networking and references that build up your résumé.
- It can provide opportunities to develop your professional skills, like communication, time management and interpersonal skills.
- It can lead to career opportunities.

WORK-STUDY POLICES & PROCEDURES

ELIGIBILITY

In order to be eligible for a FWS award, students must:

- Meet ALL institutional financial aid application and document deadlines.
- Submit the Free Application for Federal Student Aid (**FAFSA**)
- Demonstrate financial need as determined by the federal government and the Office of Financial Aid
- Have financial aid file verified by the Office of Financial Aid, and receive confirmation of an approved FWS award
- During the applicable term of employment, enrolled in at least six (6) fundable credit hours during fall and/or spring semesters, or enrolled in at least three (3) credit hours during the summer semester. Students can be considered for employment during

periods of non-attendance if they are enrolled for at least six (6) fundable hours in the upcoming term.

- Maintain Satisfactory Academic Progress standards as required by Santa Fe College and the Department of Education

DEADLINES

Students must also meet all hiring deadlines as to not jeopardize FWS eligibility. There is limited to seek and secure workstudy employment. If the student is not hired within two weeks of the award notification sent on esanta, the student will forfeit their employment opportunity.

DECLINING WORK-STUDY

If you are no longer interested in federal work-study, please log onto your eSantaFe account, go to My Financial Aid under the Finances section, click on View Awards, then click the **Decline Work Study** button. You may also contact the financial aid department at financial.aid@sfcollge.edu.

APPLICATION

As a new student hire, all work study employees must complete a SF Employment Application form, indicating (Student) Part-Time employment on the form. The application maybe downloaded on the college's human resources website (<http://www.sfcollge.edu/hr/jobs/>). The student also has the option to pick up an application in the Human Resources Office as well.

SEXUAL HARASSMENT

All new hires must also complete the **Preventing Sexual Harassment in the Workplace** training here: <http://training.newmedialearning.com/psh/santafeccl/>.

Be sure to choose the option of "Student" and read each individual screen. Once you have reviewed the materials, take the Mastery Test. You must successfully complete this testing with an **80%** of higher. Print out your completion certificate, sign it and take it to Human Resources to complete your file. Please note: HR is unable to process paycheck information without the completion certificate from this training.

JOB INFORMATION

LOCATIONS

There are several locations and types of work study jobs available. Being that Santa Fe has additional educational centers is a bonus; as each one of these centers have positions available as well as the main campus.

- **Andrews Center @ Starke**
- **Blount Center @ Gainesville**
- **Davis Center @ Archer**

- Kirkpatrick Center @ Gainesville
- Perry Center for Emerging Technologies @ Alachua
- Watson Center @ Keystone Heights

JOB SEARCH

The FWS program provides students flexibility and responsibility during the job search and hiring process. The FWS Staff does not provide job placement for students, thus jobs are not guaranteed for any student who is offered a FWS award.

The job search process allows for open communication between the student and supervisor and encourages students to contact only those departments and/or supervisors of jobs of interest. If a student has trouble finding a job or has not received responses from one or more supervisors after several attempts by e-mail or phone, he/she should contact the FWS office.

RESPONSIBILITIES

- Search for AND secure a FWS job! Jobs are limited and fill quickly! Start searching EARLY! New jobs are posted at the beginning of every academic year.
- Submit all required sessions and employment forms to HR immediately after being hired.
- Must read and sign the student agreement form on the first day of work. This form will be issued by the supervisor.
- Monitor your eSanta Fe account for important correspondence from the Office of Financial Aid.
- Follow all hiring procedures and job duties (as instructed by the hiring supervisor, FWS Staff, and this handbook)

CHANGES TO CURRENT EMPLOYMENT

In some cases, there are several reasons when a student might find it necessary to change jobs. If a situation arises which change is necessary, it is strongly recommended that the student discuss the situation with his/her direct FWS supervisor. If the supervisor isn't successful with resolving the issue, then the student and the supervisor should contact FWS office to suggest other positions on campus.

QUITTING A JOB

Students have the right to end FWS employment at any time, however the students should properly notify the appropriate supervisors and the FWS office.

It is the responsibility of the student to submit their signed final timesheet to the supervisor on the last day of employment.

RETURNING TO A PREVIOUS JOB

It is strongly recommended that students and supervisors discuss and confirm FWS employment PRIOR to the next semester or academic year. Students and supervisors can

decide together if the existing employment arrangement will work for the next year or if the student must search for a new FWS job.

HOURS OF WORK

Should work an average of **15** hours a week, and **may not exceed 20** hours a week. Any exceptions must be approved by your supervisor who should calculate your total hours/earnings up to that point. For most on-campus jobs, the college's hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, but may vary by department and/or event schedules. Weekend hours may be available in select departments such as the *Library* and the *Teaching Zoo*.

MANAGING HOURS

Students are responsible to ensure that the amount of earned wages does **not** exceed the total amount of the award on their [eSantaFe](#) Financial Aid Awards page. It is the responsibility of the student and supervisor to monitor the hours worked each pay period.

Students that are approaching the maximum earnings, or are nearing the end of the term, please see your supervisor to confirm that you are eligible to continue working.

MEAL TIMES & BREAKS

Breaks are scheduled at the convenience of the department and at the approval of the supervisor.

A student who works four consecutive hours is eligible for a 15-minute paid break.

However, students that work six consecutive hours are required to take a 30 minute unpaid lunch break.

WORK SCHEDULES

The supervisor should be aware of the student's availability prior to accepting the job. Work schedules should be discussed and agreed upon between the supervisor and the student.

Students are *not* allowed to work during class time.... ***(If class is cancelled, student should get note from instructor stating such.)***

REPORTING HOURS ON TIMESHEET

It is vital that students report the exact number of hours worked each week.

Timesheets are not to be handwritten, instead they should be completed electronically. Students as well as supervisors should sign and date the timesheet each pay period prior to certifying hours and sending timesheet to FWS office.

RECEIVING PAY

Students are paid twice a month, the 15th and the last day of the month.

The college offers direct deposit services for FWS earnings. Any student interested in having their pay check automatically deposited into a checking and/or savings account may do so.

This service is offered through Human Resources while submitting the employment application and sexual harassment training.
If the student prefers to have a check mailed, the address must be update in his/her records with HR.