



**LORAIN COUNTY COMMUNITY COLLEGE**

**FEDERAL WORK STUDY HANDBOOK**

**October 3, 2011**

## **LCCC Mission, Vision and Values**

### **Mission**

Lorain County Community College, a vital and dynamic leader, serves a culturally diverse community by promoting education, economic, cultural and community development. The College encourages lifelong learning through accessible and affordable academic, career-oriented and continuing education.

### **Vision Statement**

Enrich lives by creating gateways to educational, economic, cultural, technological and personal growth.

### **Values**

#### **Excellence in Learning and Teaching**

The College is committed to ensuring that excellence in learning and teaching remains its hallmark. The College will foster a community of intellectual, social and cultural relationships whereby students and faculty are active partners in meaningful learning. The College will attract, develop and reward professionals committed to teaching and community service. It will use effective curriculum, instructional methodology and technology to maximize learning.

#### **Individual Development**

LCCC believes in the lifelong development of the whole person and is committed to providing the opportunity for every individual to pursue a program of learning that includes general education, marketable skills and individualized support services.

#### **Ongoing Assessment of Effectiveness**

LCCC commits to offering and developing programs and services based on an ongoing assessment of community needs and the College's capacity.

#### **Diversity and Community**

The College welcomes the unique talents and contributions of its diverse community. The College fosters an open climate and the participation of all constituents in choosing directions, ordering priorities, and attracting and securing resources toward achieving its mission.

#### **Community Responsibility and Stewardship**

The College values the essential support and involvement of the community. The College will act responsibly in utilizing the resources provided by the community.

## **Student Employment at Lorain County Community College**

Welcome to Student Employment at Lorain County Community College. Student employment is an important source of financial assistance. The employment program has assisted many students in defraying their educational costs and in gaining work experience. By participating in the program, students will develop valuable work experience, attitudes and work habits to enhance future employment. Many departments on campus depend on student employees to assist them with daily tasks. When it's possible, students are placed into positions that relates to their educational program and career objectives. Student employment is part of a student's financial aid package, and is administered by the Student Financial Assistance Office. All students interested in receiving campus employment must contact the Financial Services Center.

To be considered for Federal Work Study, students must complete the **FAFSA** and must demonstrate financial need as defined by the United States Department of Education. The Federal Work Study program includes Federal Community Service (FCS) and also the America Reads program. Federal Community Service allows students to work off campus with various community agencies dedicated to improving community service in non-profit organizations. A contractual agreement is made between Lorain Count Community College and non-profit organizations. The student's salary is paid from Federal Work Study funds. The student's duties must be directed toward professional and skilled responsibilities.

America Reads is a tutoring program sponsored by the federal government to help elementary school students improve their reading skills. America Reads is made up of organizations committed to fulfilling the goals of the America Reads challenge to ensure that every child can read well and independently by the end of the third grade. Participating colleges and universities pledge a portion of their annual funding to the placement of students in community service. Some of these students will be trained to tutor America's children in reading. The goal is to enlist Federal Work-Study students to participate in the America Reads program to work with teachers, families and community organizations to provide reading assistance.

This handbook was created as a guide for students enrolled in the Federal Work Study program at Lorain County Community College. We hope it will help you feel at ease about many concerns, by giving you a good understanding of what you can expect from your job and what will be expected of you. The information in this handbook is in effect at this present time, but is subject to change. There is always the potential for revision in policy and procedure. If there are any questions about the student employment program, please contact your Financial Services Assistant.



## LORAIN COUNTY COMMUNITY COLLEGE

### FERPA FORM

#### STUDENT WORKER STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

I understand that, because of my employment with the Office of \_\_\_\_\_ at Lorain County Community College, I may have access to student records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or un-authorized disclosure also violates Lorain County Community College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

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Employee Signature

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Date

FERPA for student workers



## Student Employment Agreement Federal Work-Study Student Assistant

**I UNDERSTAND THAT:**

- I am expected to remain in the position a minimum of one term.
- I must be enrolled and maintain at least six (6) credit hours during each term to be eligible for employment, not to include the Summer term.
- I will be scheduled to work specific hours and it is my responsibility to keep that schedule.
- I will notify my supervisor if I am unable to report to my position. Failure to notify my supervisor in excess of three times, may result in termination.
- If I must terminate my employment, I will give my supervisor appropriate notice and will also notify the Financial Services Center.
- If I request a transfer to another position, I must notify my current supervisor and the Financial Services Assistant.
- To be exempt from OPERS (Ohio Public Employees Retirement System) I:
  - a. Must be enrolled a minimum of six (6) credit hours during the Summer, Fall and Spring terms, and
  - b. May not work beyond twenty (20) hours in any week while classes are in session.
- OPERS will be deducted from my pay if I do not enroll for the Summer term. The deduction of OPERS is 9.0% of my gross income.
- I may not continue employment once I have reached my maximum earnings amount, indicated on the Student Employment Referral Form.
- Notify Financial Services Assistant immediately if I receive additional fund, i.e., student loans, 3<sup>rd</sup> party payments, as it will affect my Federal Work Study award.

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**STATEMENT OF CONFIDENTIALITY:**

I HEREBY UNDERSTAND AND AGREE THAT IF I AM A STUDENT EMPLOYEE OF LORAIN COUNTY COMMUNITY COLLEGE, I WILL NOT DISCUSS OR RELEASE INFORMATION REGARDING ANY STUDENT’S PERSONNEL FILE OR RECORDS. IN THE EVENT THIS AGREEMENT IS BROKEN, I WILL BE TERMINATED IMMEDIATELY.

\_\_\_\_\_  
PRINT STUDENT NAME

\_\_\_\_\_  
STUDENT ID NUMBER

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FEDERAL WORK STUDY ASSISTANT’S SIGNATURE

\_\_\_\_\_  
DATE



## Student Employment Fact Sheet Federal Work Study Employee

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- The following outlines LCCC's Employment procedures and student responsibilities:
  - On your Financial Aid Award Notification and your Student Employment Referral Form, there is a maximum earnings amount. You may not continue employment once you have earned this amount.
  - Time cards are available in the Payroll Department. Time cards are due on payday, which is every other week. (Dates on Time Card Schedule)
  - If a student does not enroll for the summer term, he/she must intend to enroll for at least six (6) credit hours for the following Fall and Spring terms.
  - To be exempt from OPERS (Ohio Public Employees Retirement System) a student:
    - Must be enrolled a minimum of six (6) credit hours during the Summer, Fall and Spring terms, and
    - Cannot work beyond 20 hours in any week when classes are in session.
  - The deduction of OPERS is 9.0% of your gross income.
  - To receive a refund from OPERS you must terminate employment for ninety (90) days and request a refund from the pension system directly.
    - Note: There is a penalty assessed for early withdrawal.
  - For students receiving ADC and/or food stamps, the money you received for FWS employment **does not** count as income, but as part of Title IV Benefits.
  - The pay is current state minimum wage.
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**Student Time Log**

**Weekly Time Report**

\_\_\_\_\_ Department

**LORAIN COUNTY COMMUNITY COLLEGE**

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**Student Employee Weekly Time Record**

Employee \_\_\_\_\_

Week of \_\_\_\_\_

Day	In	Out	In	Out	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Weekly Total \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Note:** You are scheduled to work assigned hours only. You will not be paid for unauthorized hours.

### **Official Start Dates**

It is important that a department receives notification from the Financial Services Center re: the eligibility of hours before starting a student's employment. After notification from the FSC, the department will then be sent notification from the FSC and the student will then have to do required employment forms for payroll.

### **Student Earning Limit**

Federal regulations govern the disbursement and limits of financial aid, including Federal Work Study (FWS) allocations. Since FWS employment is considered part of a student's financial aid package, students have a maximum earning limit (hours authorized to work). The maximum earning limit is the student's allocated work-study funds for the current semester. All students must cease working when they have reached their maximum earning limits.

### **Maximum Hours and Scheduling**

Students will be limited to working a maximum of twenty (20) hours per week while classes are in session and a maximum of 37.5 during the summer terms and semester breaks. Department supervisors will examine the student employee's class schedule, along with the particular needs of the department, to set up a work schedule for each student. The supervisor determines and verifies the number of hours the student employee actually works per week. A student employee cannot change his or class schedule to accommodate the hiring department.

### **Hourly Pay Rates**

Student employees rate of pay is the current minimum wage. Rates are subject to change.

### **Student Time Log**

The student time log is used to document the hours a student employee has worked per week. The log may also give a description of the work performed. The time noted on the log, maintained by the department, must be for specific hours worked (e.g. 1:00 – 3:00 p.m.). The log gives both the student employee and the department an idea of the actual number of hours worked on a weekly basis. These hours are compared to the student's total earning limit to determine when the student will reach his/her award limit. The log is used to complete bi-weekly time cards/sheets. If verification of the student employee hours is needed for a program review or audit, the department is responsible for submitting this information.

**Bi Weekly Time Cards/Sheets**

Payroll time cards/sheets are to be completed on a bi-weekly basis. The payroll period runs from Monday to Sunday, two (20 weeks in duration. The department sends the time cards/sheets directly to Payroll by Monday morning, after the end of the pay period. No banking of hours is permitted. The Financial Services Center does not require copies of student's time cards/sheets.

**Student Bi-Weekly  
PayRoll Record**

Day	Date	Reg Hours	Overtime Hours	Explanation
Mon				
Tue.				
Wed.				
Thur.				
Fri.				
Sat.				
Sun.				
Mon.				
Tue.				
Wed.				
Thur.				
Fri.				
Sat.				
Sun.				

Total Reg. Hours	Total O. T. Hours

**The employee certifies that this is a true statement of his/her time for the period and days indicated. The Supervisor certifies that the work was performed in a satisfactory manner.**

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISORS'S SIGNATURE

\_\_\_\_\_  
DATE

### **Employment Training and Supervision**

All department supervisors are expected to properly train student employees. Adequate performance cannot be expected without proper training. During the training, supervisors will explain the importance of the position, job expectations, responsibilities and confidentiality as it pertains to the position. A student's position may vary as the academic year progresses due to increased qualifications by the student employees. Training, therefore, will be an on-going process for both students and supervisors. Student employees are expected to be doing viable work.

If a problem arises between a student and supervisor, the student and/or supervisor should attempt to resolve the problem. If the problem cannot be resolved between the student or supervisor, then the situation should be brought before the supervisor's supervisor or your financial assistance advisor.

### **Working During Class Time**

Students are not permitted to participate in the Federal Work Study program during their scheduled class time.

### **Making Up Time**

If a student worker missed working their scheduled hours, it is up to the supervisor and student to resolve the make-up time.

### **Working Finals Week and Semester Breaks**

During semester and summer breaks students are also allowed to work a maximum of 37.5 hours. Your supervisor will decide on the times and the number of hours you are needed.

### **Tracking College Work-Study Hours**

It is extremely important that departments maintain a record of a student's earnings. Periodically, the department will receive notification from the Financial Services Center about a student's remaining Federal Work Study hours (i.e. reduction or increase of FWS hours based on student's Financial Aid status). Federal Work-Study Student Employee can work only until he/she has earned the maximum amount awarded. The Financial Services Center will terminate the student after his/her work-study needs have been met. Students are not allowed to exceed the hours indicated on the Student Employment Referral form.

### **Satisfactory Academic Progress**

To remain eligible for the Federal Work Study program, students must maintain satisfactory academic progress as outlined in the LCCC Satisfactory Academic Progress policy and must possess and maintain a minimum of six (6) credit hours.

### **Student Loans and Federal Work Study**

Due to our low cost of attendance, you cannot be a federal work study student and have a Stafford Loan during the same term.

### **Attendance, Punctuality and Emergency**

Student employees are expected to report to work promptly, and to work the required period of time. In the event of illness or other emergency, students must notify their supervisor or the workplace immediately. If the student knows in advance that he/she will be out for several days, the student should communicate that information to the supervisor as soon as possible.

