

**HOWARD COMMUNITY COLLEGE**

**WORK-STUDY GUIDE**

**Financial Aid Services  
Rouse Company Foundation Student Services Hall**

**(RCF-222)**

***You Can Get There From Here!***

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# HOWARD COMMUNITY COLLEGE

## WORK-STUDY PROGRAM

Dear Students and Supervisors:

The HCC Work-Study Program is a program funded by Howard Community College and the federal government. The program offers students a wonderful opportunity to earn money by working a student job to assist with the cost of education. Additionally, students gain valuable work experience and marketable skills while providing employers with vital student support.

Students may work either on-campus or at an approved off-campus location with a community service agency. Students earn a paycheck semi-monthly based on actual hours worked. Work-Study awards do not reduce the cost of tuition or fees and awards are not credited to the student's account.

Although Financial Aid Services maintains a listing of available positions on the electronic job board, we cannot guarantee employment. Students are responsible for securing and maintaining a position that will allow them to fulfill their work allocation.

In order to maximize the benefits of the work-study experience, we encourage you to familiarize yourself with the policies and procedures in this Work-Study Guide. This guide explains the requirements, responsibilities, and rights that you have as a student employee or as a supervisor. Please feel free to contact Financial Aid Services at 410-772-4912 if you have any questions.

Best wishes with your employment!

Sincerely,  
Financial Aid Services

# EMPLOYMENT OPPORTUNITIES

## ***Equal Opportunity Employment***

Howard Community College reaffirms its commitment to the principle of equal opportunity and equal treatment for every current and prospective eligible student employee. In hiring and in subsequent relationships with employees, HCC's policy is to provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, age, disability, or national origin.

## ***Who Are We?***

The HCC Work-Study Program is a component of Financial Aid Services located in the Rouse Company Foundation Student Services Hall, Suite 222 (RCF-222). We assist eligible financial aid students locate on-campus and off-campus hourly work-study positions. We process financial aid work-study forms and offer guidance about work-study procedures.

Many students choose campus employment as a way to gain valuable work experience and gain marketable skills. Work-Study is an excellent opportunity to earn money for educational and living expenses incurred throughout the year. We offer three on-campus and off-campus work-study opportunities:

- ☞ Federal Work-Study (FWS)
- ☞ Institutional Work-Study (IWS)
- ☞ Foundation Work-Study (FDWS)

# ON AND OFF-CAMPUS EMPLOYMENT

## ***Federal Work-Study (FWS)***

Federal Work-Study is a work program funded by the federal government. Eligible FWS students will receive a financial aid award notification offering them an award to work on-campus or off-campus. Award amounts may be adjusted during the academic school year based on funding and changes in enrollment status. **FWS awards are earned and paid to the student based on actual hours worked throughout the academic year and cannot be applied directly to tuition and fee charges.** Eligible students must:

- Enroll at least half-time.
- Enroll in an eligible degree-seeking program of study.
- Demonstrate financial need as defined by the Free Application for Financial Aid (FAFSA).
- Have a complete financial aid file for the award year.
- Meet all eligibility requirements for FWS as outlined in this guide and the Department of Education.

### ***Types of FWS Employment:***

**On-Campus:** Students may select job opportunities from approximately 32 departments and approximately 52 job descriptions. Types of jobs include office and clerical support, student services, research and laboratory support, technical support, and tutoring.

**On-Campus Community Service:** Several departments, such as Children's Learning Center, HCC Library, and Academic Support/Student Services provide community service opportunities.

**Off-Campus Community Service:** The off-campus non-profit organizations that are participating in the HCC work-study program are Howard County Library, FIRN Inc., Community Action Council of Howard County MD., Inc., Howard County Drug Free, and Howard County Office of Children's Services.

**America Reads-America Counts Program (Off-Campus):** Howard Community College students provide math and reading tutoring to local elementary school students or assist with program administration.

### ***Institutional Work-Study (IWS):***

Institutional Work-Study is a work program funded by Howard Community College.

### ***Foundation Work-Study (FDWS)***

Foundation Work-Study (FDWS) is a work program funded by the Howard Community College Office of Development and Alumni Relations specifically designed to assist international students with F-1 visa.

**Attention Supervisors:** F-1 visa students are eligible to participate only in the foundation work-study program (FDWS).

## **Application Process for FWS and IWS**

Students must complete the following process each academic year to determine their eligibility for Federal Work-Study (FWS) and Institutional Work-Study (IWS) positions.

### ***STEP 1 - Apply for Financial Aid***

Students are required to complete the Free Application for Federal Student Aid (FAFSA) by the March 1<sup>st</sup> priority filing date each year. To apply for financial aid, go to:

1. [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select “Pay for College”
4. Click on Financial Aid Services
5. Click on “How to Apply”
6. Follow the easy step-by-step instructions to complete the financial aid application process.

#### **Students will be considered for Federal Work-Study if:**

1. The question “Are you interested in FWS?” is answered yes on the FAFSA.  
**AND**
2. Financial need is demonstrated as defined by the Department of Education guidelines.

Students who complete the “How to Apply” process by the March 1<sup>st</sup> priority filing date each year and meet the eligibility requirements for the Federal Work-Study Program will receive a financial aid award notification and a Work-Study Acceptance Form in the mail beginning the month of June. **FWS funds are awarded to eligible students until available funds are exhausted.**

**Students who do not meet the criteria to receive a FWS award will receive a letter offering them the opportunity to participate in the Institutional Work-Study Program (IWS).**

### ***STEP 2 - Work-Study Decision Form***

Return the Work-Study Decision Form to Financial Aid Services by the deadline indicated on the form.

### ***STEP 3 – Search for a Job***

1. Visit [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select “Pay for College”
4. Click “Financial Aid Services”
5. Select “Work-Study”
6. Click on “Job Board”

## ***STEP 4 - Work-Study Hiring Form***

To obtain a Work-Study Hiring Form,

1. Go to: [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select ‘Pay for College’
4. Select “Financial Aid Services”
5. Select “Forms Library”
6. Select “Work-Study Hiring Form”

If you do not have access to a computer, you may use the computers in Financial Aid Services, RCF-222 or the computers located in the Duncan Hall computer labs.

## ***STEP 5 - Interview***

Schedule an interview with the contact person listed on the electronic job board. Remember to take the Work-Study Hiring Form and your schedule of classes to the interview. If hired, return the completed and signed Work-Study Hiring form to Financial Aid Services.

## ***STEP 6 - Work-Study New Hire Packet***

Obtain a Work-Study New Hire Packet from Financial Aid Services. This packet contains the following required forms needed to place the student on HCC’s payroll:

- **State and Federal Tax Withholding**  
Please be sure to read these forms carefully and sign and date them. All wages paid to student employees are subject to withholding of federal, state, and local income taxes unless the student qualifies for exemption.
- **Form I-9 - Employment Eligibility Verification**  
The Federal law requires employers to complete the Form I-9 to verify the identity and work eligibility for all employees hired after November 6, 1986 regardless of citizenship status. The Form I-9 is required to be completed prior to the employment start date.

## ***STEP 7 - Direct Deposit Authorization (optional)***

Students are encouraged to enroll for direct deposit due to the convenience it offers. Students who are interested in direct deposit should go to the Payroll office to complete the authorization for direct deposit.

## ***STEP 8 - Verification of Employment***

The Work-Study Coordinator will send the student and supervisor a Work-Study Hiring form and a letter that verifies employment has been approved or is pending. **Students can not begin working before supervisors receive the “APPROVED” Work-Study Hiring Form.**

## **Application Process for Students Who Have an F-1 Visa and Do Not Have a Social Security Number**

Students who have an F-1 visa and do not have a social security number must complete the following steps.

### ***STEP 1 - Apply for Financial Aid***

1. Visit [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select “Pay for College”
4. Click “Forms Library”
5. Complete the “Request for Foundation Work-Study (FDWS)”

### ***STEP 2 - Search for a Job***

1. Visit [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select “Pay for College”
4. Click “Financial Aid Services”
5. Select “Work-Study”
6. Click on “Job Board”

### ***STEP 3 - Work-Study Hiring Form and Intent to Hire Form***

1. Visit [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select “Pay for College”
4. Select “Financial Aid Services”
5. Select “Forms Library, and click on Work-Study Hiring Form”

**If you do not have access to a computer, you may use the computers in Financial Aid Services, RCF-222 or the computers located in the Duncan Hall computer labs.**

## **STEP 4 - Interview**

Schedule an interview- with the contact person who is listed on the job posting and take the Work-Study Hiring Form and the Intent to Hire Form to the interview. If hired, the employer must complete the Letter of Intent to Hire Form and the Work-Study Form. Take the both forms to Human Resources, Room N-100 and copies to Financial Aid Services.

## **STEP 5 - Intent to Hire Letter**

An office associate will prepare an ‘Intention to Hire Letter’ which is required by the Social Security Administration. Take the Intention to Hire Letter to your International Student Advisor in the office of Admissions and Advising.

**Take the Intent to Hire Letter to the Social Security Office located at the Lakeside Building, Suite 110 – 8865 Stanford Boulevard, Columbia, MD 21045**

At the social security office, students will be given a letter that verifies students’ application for a social security number. Students take the letter to Human Resources and copy to Financial Aid Services. Once the letter from the Social Security Office is received, Financial Aid Services will send an ‘**APPROVED**’ work-study hiring form to students and supervisors.

## **Application Process for Students Who Have an F-1 Visa and a Social Security Number**

Students who have an F-1 visa and a social security number must follow the following steps.

### **STEP 1 - Apply for Financial Aid**

1. Visit [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select “Pay for College”
4. Click on “Financial Aid Services”
5. Click “Forms Library”
6. Complete the “Request for Foundation Work-Study (FDWS)”

### **STEP 2 - Search for a Job**

1. Visit [www.howardcc.edu](http://www.howardcc.edu)
2. Click on “Admissions and Enrollment”
3. Select “Pay for College”
4. Click “Financial Aid Services”
5. Select “Work-Study”
6. Click on “Job Board”

**STEP 3 - Visit Financial Aid Services and get a Work-Study Hiring Form for a Job**

**STEP 4 - Schedule an interview**

**STEP 5 - If hired, return the completed Work-Study Hiring Form to Financial Aid Services, Room RCF-222**

**POSITION CLASSIFICATIONS AND PAY LEVELS**

The following position grade levels have been established to ensure pay equity among all work-study positions. The grade levels incorporate degrees of skill, responsibility, job difficulty, and experience. The guidelines require new employees to begin at the hourly rate for year one of each grade level.

**Grade Level 1**

No experience or previous training required. Positions consist of routine tasks with minimal responsibility. Student employee is well supervised.

**Grade Level 2**

Moderate experience, technical knowledge or previous training is necessary. Special instruction may be necessary for some aspects of positions. Students must possess the ability to learn new tasks and work independently with limited supervision.

**Grade Level 3**

Moderate to substantial training or experience is necessary. Independent judgment and high mental activity and/or manual dexterity are required. Must possess special skills with a high level of competence and/or have advanced technical knowledge and experience. Positions require independent judgment and decision-making ability with little or no direct supervision. Positions may involve supervision and training of others.

**Grade Level 4**

In addition to duties and/or responsibilities associated with Grade Level 3, positions require an individual who possesses special skills and advanced technical experience. Students involved in decision-making on an administrative level – conducting analysis, and determining strategy. Positions may involve overseeing special projects.

<b>HOURLY WAGE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Grade 1	\$7.25	\$7.50
Grade 2	\$8.00	\$8.25
Grade 3	\$8.75	\$9.00
Grade 4	\$10.00	\$10.25

## TIME SHEETS AND PAYCHECKS

Hours worked are kept on individualized semi-monthly timesheets provided by the Payroll Office (Room N102). Students and supervisors must sign all timesheets.

### ***How to Complete Timesheets***

The following information should be completed on timesheets.

- **ID Number:** Please use the student's colleague ID number or social security number.
- **Name:** Please clearly print the student's first and last name.
- **Cost Center:** This number is located on the "approved" works study form.
- **Time 'in' and time 'out':** Must indicate the time employee started and ended work.
- **Time 'out' and time 'back':** Must be entered for breaks taken by the employee.
- **Total hours worked:** This column must be completed for each day. Round time worked to the quarter hour, i.e. if an employee arrives at 9:05 a.m. the time in is 9:00 am.
- **Signatures:** Must be signed by the employee and the supervisor. Unsigned timesheets will not be processed and may result in the employee's pay being delayed.

**Paydays are the 15<sup>th</sup> and the last day of each month. Timesheets are due to the Payroll Office by the 3<sup>rd</sup> workday after each pay day. Federal regulations require that student receive a paycheck at least once a month.**

*Deliberate falsification of timesheets or other employment records will result in termination.*

Examples of work periods and pay days:

Work Period	Timesheets Due to Payroll	Payday
Jan. 1 - 15	Jan. 18	Jan. 31
Jan. 16 -31	Feb. 3	Feb. 15

### ***Paychecks***

- ☞ Paychecks for students who work on campus and are not enrolled in direct deposit are sent to department supervisors.
- ☞ Paychecks for students who work off campus and are not enrolled in direct deposit are held in the Payroll Office for student pickup.
- ☞ Paper checks that are not picked up after one week from payday are mailed to the student's address that is on file with Admissions and Advising.

## WORK-STUDY POLICIES

### ***Assigning Work Hours***

Students must give their employer an official copy of their course schedule obtained from Records and Registration or HCC Express. Students and their employer should create a mutually agreeable work schedule that accommodates academic requirements. **Students may never work during scheduled class time!**

Students may only work 20 hours maximum per week, and no more than 8 hours per day while school is in session. These limits are set to ensure that the priority is academics. There are no exceptions. During academic and summer vacations, FWS and IWS students may work a maximum of 40 hours per week if funds are available. **Overtime cannot be paid to student employees.**

Students are paid for **actual hours worked**; therefore, they are not paid for holidays, sick time, snow days, mealtime or travel time. Also, students are not paid for hours they cannot work because the college is closed, even if they were scheduled to work that day. Financial Aid Services will not honor contractual jobs, stipends, and one-time jobs. **All jobs must be hourly paid positions.**

### ***Reaching the Work-Study Allocation***

Students may work until the end of their authorized period of employment or until their work-study allocation is met, whichever comes first. **Students may not, under any circumstances, continue to work at a job after their authorized period of employment has ended or after depletion of their allocation.** It is the responsibility of the student and the employer to monitor earnings to prevent this from happening. Students who drop or withdraw from classes to less than half-time status (below 6 credit hours) must cease working immediately upon the date of drop or withdrawal.

### ***Offering or Requiring a Break after Five (5) Hours of Work***

Employers may require student employees to take a 30 minute **unpaid** break after every 5 hours of work. There is no law, regulation, or campus policy that requires employers to enforce breaks if their student employees do not wish to take them. However, if employers choose to require a break for employees, they are free to do so.

### ***Worker's Compensation***

Student employees at Howard Community College are covered under Worker's Compensation in the event of a work-related injury. When students are injured on the job, they should report the injury to their supervisor as soon as possible and the supervisor should contact Human Resources at the college. A report of injury form must be completed. For detailed information about worker's compensation benefits, please contact Human Resources.

### ***Adjustments to Student Employee Allocations***

Adjustments to allocations can be made if a student's financial need allows for an increase and if funds are available. Likewise, student awards can be decreased base on the student's academic standing, enrollment status, adjustments to other financial aid awards and/or the student's cost of attendance. The student's supervisor will be notified by Financial Aid Services of any adjustments.

### ***Increase in Hourly Pay***

New employees begin at the stipulated wage of the appropriate grade level and are eligible for a \$.25 pay increase at the **beginning of each academic year** provided they have completed at least one semester of employment and return to the same job.

If a supervisor wishes to pay a student employee more than the authorized hourly pay rate, they must:

- go to HCC Express and complete the procedures for hiring a new hourly temporary employee
- pay the hourly increase from the supervisor's departmental cost center

### ***Work-Related Problems and Disciplinary Procedures***

Financial Aid Services encourages supervisors to discuss any work-related problems with student employees as soon as possible in an effort to resolve the difficulty. In some cases, it may be a matter of clarifying the job description so that the student understands the expectations, department policies, and the work schedule. To assist in resolving serious work-related problems, the following procedures are recommended.

- Make an earnest effort to resolve the concern or dissatisfaction as promptly as possible by immediately informing students of the supervisor's dissatisfaction with their performance.
- Clearly define the particulars of the problem to the student.
- If applicable, immediately notify the student that their job may be in jeopardy.
- Explicitly restate the job description and expectations associated with the position including pertinent department policies to the student.
- Offer suggestions to the student on how they may improve their performance. Establish a fair and equitable time period for correcting the problem.
- Document all discussions, terms of agreement, outcome, etc. Forward documentations to the Work-Study Coordinator in Financial Aid Services.

**Grievances which cannot be resolved by the student employee and the supervisor must be referred to the Work-Study Coordinator in Financial Aid Services.**

### ***Termination of Employment***

#### **Voluntary Termination:**

Students may discontinue employment at any time without penalty. Work-Study jobs should be treated like any other job. A minimum of two weeks notice is requested. Students should submit a notice of resignation in writing directly to their supervisor and include a specified final date of employment. Supervisors should send a copy of the voluntary termination letter to Financial Aid Services.

#### **Immediate Termination:**

Acts of serious misconduct will not be tolerated and may result in an immediate release from employment. Examples of serious misconduct may include but are not limited to: serious

disregard of college rules; disorderly conduct; the unauthorized possession, distribution and use of or being under the influence of alcohol, marijuana or other non-prescription drugs or controlled substances during working hours; theft of college property or the personal property of a student, staff or faculty member; breach of confidentiality; falsification of employment, payroll or other documents; racial or sexual harassment; gross incompetence and/or insubordination. Supervisors who immediately release a student worker are required to notify Financial Aid Services.

### **Involuntary Termination:**

An involuntary termination is initiated by the supervisor due to a student's inability to comply with expectations outlined by the job description and/or office rules and regulations. Supervisors who terminate student employees for just cause are required to:

- give the student employee a verbal or written warning (first-time or minor offenses) with a memo to Financial Aid Services
- give student employee a written warning for repeated or more serious offenses (should be given in person) with a memo to Financial Aid Services
- give student employees with ongoing problems a Termination Form with documentation and provide a copy to Financial Aid Services

**Each warning or notice should be given in private. The warning should be specific, clearly stated, and given in a timely manner.**

### **Rehire Procedures**

If students and supervisors are satisfied with the employment, students may be rehired for the same position for another academic year. The financial aid application process must be completed annually.

### **Performance Appraisals**

Student Work Evaluation Forms are forwarded to supervisors during the month of March. Evaluations are used as a professional development tool for the student. Students and supervisors should discuss the appraisals in order to provide feedback on students' performance.

### **Inclement Weather and Other Emergency Conditions**

In an emergency, the campus or a portion of the campus may be closed during normal business operations. If this should occur, announcements will be made through various news media. Students should consult their supervisor regarding specific inclement weather and emergency conditions procedures.

### **Dress Code**

Each department should establish dress standards appropriate for the location and type of work to be performed. Students are expected to comply with such requirements.

# STUDENTS' RIGHTS AND RESPONSIBILITIES

## Each student employee has the right to:

- information regarding their award amount, rate of pay, average number of work hours per week, and general work-study policies
- a specific job description including supervisor's expectations and standards
- a clearly defined work schedule which accommodates their class schedule and academic requirements
- adequate training to perform assigned tasks
- a safe, clean, and professional working environment
- instructions regarding the Howard Community College payroll procedures and payroll calendar

## Each student employee has the responsibility to:

- become familiar with the terms of the work-study award and the work-study policies and procedures
- understand the specific job responsibilities, including the supervisor's expectations and standards, and comply with college and office rules and regulations
- complete OSHA required training (via HCC Express)
- arrange a mutual agreeable work schedule with the supervisor prior to the start date. Students must adhere to the schedule on a consistent basis and notify the supervisor of any subsequent changes. Students must inform their supervisor as soon as possible if they are sick or unable to work the scheduled hours.
- monitor their earnings. Unearned award money is non-transferable. **If a semester's total award is not earned within the semester, the unearned money is forfeited.**
- adhere to stated procedures and inform the supervisor and/or the Work-Study Coordinator of any grievances, concerns, or problems regarding their employment.
- be dependable, considerate of their employer/supervisor, and to perform assigned tasks to the best of their ability.

# SUPERVISORS' RIGHTS AND RESPONSIBILITIES

## The supervisor has the responsibility to:

- ensure that the hiring of students will not result in the displacement of permanent, full-time staff or the impairment of existing contracts for services
- ensure that employees are supervised at all times by full-time staff
- ensure students' timesheets reflect actual hours worked and do not include time taken for lunch, sick days or other hours not actually worked
- monitor earnings, along with the student, to ensure earnings do not exceed the award listed on the Work-Study Hiring form
- make certain students' established work schedule does not conflict with the semester class schedule
- ensure students do not work more than 20 hours per week while school is in session or more than 40 hours per week during academic vacations
- ensure students are notified when the college is closed in the case of an emergency or inclement weather
- submit payroll forms to the Payroll Office by deadlines
- submit a complete and accurate written job description for all positions to Financial Aid Services
- make certain students receive enough training and supervision to ensure adequate performance
- advise students on procedures for reporting emergencies, accidents, problems, or potential hazards in the work environment
- comply with the Title IV Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1983 and not discriminate on the grounds of sex, race, color, national origin, or disability
- ensure students work only until the end of the authorized period of employment or until their work-study allotment is depleted, whichever comes first. It is the responsibility of the student and the supervisor to monitor earnings

### **Supervisors accept that all overages will be charged to their account.**

- ensure students complete the online training required by OSHA. For more information, contact Human Resources – Room N-100, 410-772-4817
- complete an annual Student Work Evaluation for each student employee who has worked at least one full semester

**The organization is advised that the institution does not perform a background or criminal check on Federal Work-Study students. If the organization requires a background check, fingerprinting or other similar screening process for Federal Work-Study employees, it must make arrangements directly with the students.**

**The supervisor has the right to:**

- choose the students they want to hire
- terminate students' employment if students are not meeting performance expectations or meeting the position description requirements
- assistance from Financial Aid Services regarding policies and procedures of the work-study program
- be notified when students meet the eligibility requirements for employment and authorization for students to begin work
- be notified of students' award amount each semester including any adjustments made to the award
- be notified of students' effective begin and end work dates

**For work-study information, contact:**

Financial Aid Services  
Clark Library Building  
Room RCF-222  
finaid@howardcc.edu  
410-772-4912  
410-772-4759

[http://www.howardcc.edu/admissions\\_and\\_enrollment/pay\\_for\\_college/financial\\_aid\\_assistance/workstudy.html](http://www.howardcc.edu/admissions_and_enrollment/pay_for_college/financial_aid_assistance/workstudy.html)