



**SOUTHERN
CRESCENT**
TECHNICAL COLLEGE

Federal Work Study Student Employment Handbook

A Guide for Students

Fall 2019-2020



As set forth in full in its Student Handbook/Course Catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 501 varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224.

Revised 2/26/18

Southern Crescent Technical College

Student Employment Eligibility

Only current Southern Crescent Technical College students who have completed the Free Application for Federal Student Aid (FAFSA) for the academic year and have met the eligibility criteria for financial aid, are eligible for on campus employment through the Federal Work Study Program. Work Study is awarded to eligible students as a part of a Financial Aid Package which is based on financial need: the difference between the cost of attendance and the student's Expected Family Contribution (EFC). The current year's FAFSA results dictate what EFC is reported for the student. These funds are awarded on a first come first serve basis and are limited. Students must be enrolled in at least 6 credit hours a semester for consideration.

The College will not hire student employees into situations where the possibility of favoritism or conflicts might exist. Therefore, students may not be employed within the same department where a relative is employed. A relative is defined as a parent, parent-in-law, sibling, sibling-in-law, child, spouse, aunt, uncle, grandparent, grandchild, niece or nephew. This policy also applies to step relatives.

High School students attending Southern Crescent Technical College do not qualify for the Federal Work-Study Program.

Southern Crescent Technical College

Rules of Continued Eligibility

- Work no more than 20 hours per week.
- Not exceed Federal Work Study awarded "Earnings Limit."
- Continue to meet the Standard of Satisfactory Academic Progress (SAP).
- Not work during scheduled class times of web enhanced nor hybrid classes.

Work Study eligibility can be altered or lost throughout the year for a variety of reasons. The most common situations resulting in an alteration are:

- The student failed to meet the requirements of the program listed above.
- The student declined the remainder of the Work Study award.
- The student received additional financial aid (e.g. a scholarship) and no longer has sufficient unmet financial need as required by the program.
- The student earned the full Work Study amount.
- The student graduated or transferred to another college.
- The student's EFC changed making the student ineligible for Work Study

Positions should not replace permanent positions as outlined in the federal regulations. Any issues or complaints involving a FWS Student must be reported to the FWS Administrator promptly. Unreported issues could result in termination. For more information on student employment, please contact the Office of Financial Aid at 770-228-7368.

All students that are eligible or interested in working through the student employment program must have a work study application on file with the Human Resources Office. Applications are available at <https://www.sctech.edu/currentstudents/student-services/financial-aid/work-study/> Human Resource will review the application, the Office of Financial Aid will determine eligibility, hiring managers/supervisors will schedule interviews and once a decision has been made to hire, Human Resources will process work authorizations and collect all required signatures.

WILL NOT AND CAN NOT BEGIN WORKING UNTIL

ALL REQUIRED FORMS HAVE BEEN COMPLETED AND SIGNED.

Southern Crescent Technical College

Student Employment

- Student employees cannot work more than 20 hours per week during the fall and spring semesters. Summer semester employment is not guaranteed and depends greatly on funding.
- Student employees cannot work during their scheduled class periods. Student employees cannot work while on school scheduled breaks.

Timesheets

All work study students must submit their time by logging in at www.teamga.gov and entering their time in the system. The student is responsible for printing that time at the end of the week and submitting to the supervisor to confirm the hours worked by signing the form. This timesheet must be signed by the student's immediate supervisor prior to submitting it to the FWS Administrator. The Payroll cycle runs from the 16th day of the month through the 15th day of the following month. Time sheets are due to the FWS Administrator by 6 p.m. on the Monday following a completed work week or sooner. Paychecks are disbursed the last working day of each month via automated deposit. A few things to remember about timesheets:

- Late time sheets could result in delay of receiving a pay check.
- All late time sheets will be processed with the following month's payroll.
- Student employees must make sure that their timesheet is signed before submitting to the Federal Work Study Administrator.
- The person responsible for supervising the student employee must also sign and date the time sheet.

The supervisor is responsible to verify the hours that the student has worked. FWS students working more than 8 hours on any given day must have at least a 30 minute break (SCTC does not pay employees nor students for breaks).

*****FALSIFYING HOURS ON THE TIME SHEETS IS GROUNDS FOR IMMEDIATE TERMINATION OF THE STUDENT AND POSSIBLE SUSPENSION FROM THE FEDERAL WORK STUDY PROGRAM. SUPERVISORS SIGNING FALSIFIED TIME SHEETS WILL BE PROHIBITED FROM HIRING STUDENT EMPLOYEES* ****

Eligibility

Students must maintain a minimum of six (6) credit hours to be employed by SCTC. Student employment is routinely monitored to insure that students are maintaining a minimum credit hour enrollment.

No student employee is allowed to work without a completed application on file. See Eligibility requirements on Page 3.

Southern Crescent Technical College

Withdrawals

Students who drop below 6 credit hours will be immediately terminated from the program and will have to reapply for a position once they meet eligibility requirements. Work Study Employer Policies and Procedures

Section 1: Policy

- Provide a clear explanation of job duties and expectations
- Provide necessary training, orientation, and feedback related to job duties
- Follow proper hiring procedures for the Work Study program and Human Resources
- Serve as a role model for professional behavior
- Recognize and support the success of student employees
- Follow all applicable Southern Crescent Technical College policies related to FWS staff

Prohibited Student Responsibilities

1. Accessing Banner (posting grades, taking payments, interpreting and posting financial aid documents)
2. Conducting themselves as Faculty or Staff (advising students, instructing classes, etc.)
3. Going Off-Campus with SCTC Faculty or Staff without having a FWS Off-Campus form on file
4. Possessing keys to the college or classrooms
5. Reconciling cash (not related to the Crescent Café)
6. Riding in personal vehicles of SCTC employees
7. Working without general supervision
8. Working without providing their supervisor a detailed copy of their class schedule

