

Federal/Texas Work-Study Program

Procedure and Responsibilities for Students and Supervisors

STUDENT

1. Apply for Federal Financial Aid by completing the FAFSA (Free Application for Federal Student Aid) by the priority date set by the Financial Aid Office. Notifications from the Financial Aid Office for your financial aid status will be sent via Whitecaps email or by checking Whitecaps portal.
2. If offered financial aid, check the Work-Study job postings at the Financial Aid Office for open positions online.
3. Contact the department that you are interested in working and set up an interview with the supervisor of that department. Be prepared to submit a resume at the supervisor's request and a potential available schedule.
4. Once you have completed the interview and if offered the position, your supervisor will contact the Financial Aid Office and a referral will be sent to your Whitecaps email.
5. Once you have received notification that your supervisor has signed the form, go to Human Resources with your identification (driver's license or state ID) along with your social security card to complete a packet for Galveston College new hires.
6. You will maintain time worked using the online ADP system.
7. Funds will be deposited into your bank account by direct deposit by the 1st of each month.
8. Notify the Financial Aid Office at finaid@gc.edu of changes in:
 - a. Semester hours enrolled
 - b. Drops or withdrawals
 - c. Name, address, and telephone number
 - d. Any issues with supervisor, students, or other employees
9. It is the responsibility of the student worker to notify their immediate supervisor if they are unable to meet their work schedule. This notification must be made at least one (1) hour prior to your scheduled time.
 - a. The employee is responsible for letting the supervisor know any time an error occurs on ADP.
 - b. Accurate and timely reporting of an employee's time and attendance is the direct responsibility of the supervisor and the employee.

SUPERVISORS

1. Prepare an accurate description of job duties to attract the most appropriate candidates and submit it to the Financial Aid Office.
2. Refer all students seeking a work-study position to the Financial Aid Office where the student's eligibility to work will be determined.
3. After reviewing the resume of the prospective student, contact the student and set up an interview.
4. Set your expectations during the initial interview so that the student can convey to you their ability to perform the required tasks.
5. Outline probable causes of termination in the initial interview.
6. To offer the student a position, send an email to the Financial Aid Office to complete a College Work-Study Referral form. Once the Financial Aid Office has completed the

referral form, the student and supervisor will need to electronically sign the referral in DynamicForms.

7. Once the entire form is completed, the student will go to the Human Resources Office to complete a new hire packet.
8. A background check is required and once it has come back from Human Resources the Supervisor can fill out the User Access Control Form for the approved work-study to have access to Galveston College computer programs (if, necessary).
9. Supervise student's work assignments and time worked (no more than 19.5 hours, but 15 recommended).
10. Monitor student's hours to make sure that they are not scheduled to work during class time.
11. Monitor the spending of the student's work-study budget so that the student will be available during peak periods in the semester and not exceed their budget.

TERMINATIONS

Students may be terminated by their supervisors as well as the Financial Aid Office. If a student fails to maintain the performance standards agreed upon with their supervisors, they may be subject to termination by their supervisor. The Financial Aid Office may terminate employment when:

1. **The student has earned enough to fulfill their eligibility for the academic year.**
2. **The student dropped below 6 credit hours.**
3. **The student does not maintain Satisfactory Academic Progress in their course of study.**
4. **When the student does not meet other eligibility requirements to receive federal aid.**

A student may also be terminated for breach of confidentiality; FERPA (Family Educational Rights and Privacy Act) violation.

Student employees may also be released upon their written request. Such requests should be presented to their supervisor. Once termination is determined, a Work-Study Release/Termination Form is completed and submitted to the Financial Aid Office by the supervisor. Students should give proper notice whenever possible.

WORK BREAKS

A non-exempt employee working an eight (8) hour shift may have a compensable work break up to fifteen minutes each morning and fifteen minutes each afternoon during regularly assigned duty hours. Work breaks may not be used to cover late arrivals or early departures from the workstation or to extend a meal period. Work breaks are not cumulative and, if not taken, are forfeited. Work breaks may not be combined to provide a thirty-minute work break once a day, nor may they be accumulated for vacation or other time off. Work breaks must be taken at the worksite or other such areas designated by the supervisor.



TELEPHONES AND PERSONAL CELL PHONES

Much of our business is conducted over the telephone and it is essential to always project a professional telephone manner at all times. There may be times when an employee needs to use the telephone for personal reasons; however, it is expected good judgment will be used in limiting the length and frequency of such calls. No personal long-distance calls may be made on the College telephones. Communication over the FAX machine may constitute a long-distance charge to the College. Employees are to curtail the use of the FAX machines except for College business purposes. Cell phones and other devices may not be used to take photographs in restricted areas such as changing rooms, locker rooms, or bathrooms.

JOB TRANSFERS

Student employees may transfer to other campus departments provided there is a justifiable reason, whether it be the choice of the supervisor or the employee. Students are encouraged to carefully evaluate their present job situation before rendering a decision to transfer. Transfers for student employees must be approved by the Financial Aid Office and both supervisors.

DRESS AND PERSONAL HYGIENE

All college employees are expected to dress in an appropriate manner that shows a prominent level of discretion and taste. Clothing should be clean, neat, and not distracting or offensive to others. All employees are also required to maintain good personal hygiene. To prevent the transmission of microorganisms and the spread of infectious disease employees are also required to practice frequent and thorough hand washing.

COMPLAINT PROCEDURE

Any employee, student, or campus visitor who believes an employee has violated this policy/procedure, may, without fear of retaliation, raise concerns or file a complaint with their Direct Supervisor, Department Head, or Director of Human Resources within 90 calendar days of the alleged incident. Students should follow the complaint procedure outlined in FLDA Local. Employees should follow the Complaint Procedure outlined in Section 3.20 of this Handbook.

I have read and understood all criteria outlined in the Galveston College Work-Study Policy and Procedure Handbook.

Work-Study Signature	Date
Supervisor	Date