



## FEDERAL WORK STUDY (FWS) RULES

1. You **MUST** have a FWS award to work in the program.
2. You **MUST** be a matriculated student, and maintain registration for 6 or more credits to continue working.

The exception is seen only in the Summer and/or Intersession periods, when the student **MUST** be registered for the immediate upcoming semester as a matriculated student with 6 or more credits.

  - i. During Summer and or Inter-Session periods, Supervisors must submit proof of registration for the following semester with the first timesheet.
3. FICA withholding (social security) will be deducted from your check if you are not registered for summer courses. Students work only 20 hours per week and registered for 6 or more credits will not have FICA withheld.
4. **Students must only work a maximum of 20 hours a week.**
5. Time sheets are to be handed in, mailed or faxed by the supervisor. Students are only allowed to deliver timesheets to the Financial Aid Office in a sealed envelope.
6. **Two signatures are required on Work Study contract.** An email/approval received from the Work Study coordinator to the supervisor before students start work. Supervisors will contact employees to start working.
7. Students can only be assigned to Federal Work Study work sites when a request has been made and approved by the coordinator on a semester by semester basis. If the work site is not approved by the Financial Aid Office, it is not a FWS work site.
8. Students and Supervisors are required to keep a record of hours worked. The Financial Aid Office will remind students when available work hours run low. Office of University Control (OUC) will assist by reminding student employees by email every time a timesheet is paid of remaining hours.
9. It is Labor Law that all employees is required by law to take a ½ hour break after working **more than 5 consecutive hours.**
10. If you work over your award, the department for which the students work is responsible to pay student.
11. Student employees must maintain good attendance and proper appearance. Limit cell phone and computer use.
12. Supervisors must be made aware of absence and lateness from employees. Supervisors will give a contact number to employees for communication.
13. If you encounter irreconcilable differences with your supervisor and would like to be transferred to a different department you request must be submitted to the FWS Coordinator.
14. Pay rate is established at the beginning of employment and will not be adjusted until the following semester.
15. Employees must not release to any person information about a student, unless your position significantly requires you to do so. Request for information must follow York College's FERPA guidelines.

\_\_\_\_\_ (supervisor sign)

\_\_\_\_\_ (supervisor sign)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)