



FEDERAL WORK-STUDY PROGRAM
SUPERVISOR'S MANUAL

Financial Aid Office
2020

FEDERAL WORK-STUDY PROGRAM DIRECTORY

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**LINN-BENTON COMMUNITY COLLEGE
FEDERAL WORK-STUDY PROGRAM
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INTRODUCTION

1.0

1.1 Linn-Benton Community College Philosophy

The purpose of the Federal Work-Study Program at Linn-Benton Community College is to provide meaningful part-time employment to students who need the earnings to meet their educational expenses. In addition, the program is intended to provide jobs that will enhance the students' educational or career goals whenever possible.

Request for Special Needs or Accommodations

Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy 1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public_report

1.2 Federal Work-Study Program Overview

The Federal Work-Study Program is a federally-funded (Title IV of the Higher Education Act) financial aid program. Funds are allocated to the College yearly and are then awarded to students on the basis of need. Students are awarded on a first come, first served basis.

Federal regulations state that **Federal Work-Study students may not be used to replace or perform services that would otherwise be performed by regular employees**, thereby depriving regular employment.

Because Federal Work-Study funds are **granted to students on the basis of need**, specific skills and established work habits may not be the primary consideration when students select jobs to interview for, although it is recognized that some jobs may require more specific skills or knowledge than other jobs. Students will be hired if qualified or able to be trained to do the essential elements of the job with or without accommodations. It is important that departments cooperate in the College's effort to assist students who might otherwise be unemployable in the labor market by providing them with training for the skills and work habits ordinarily required for employment.

1.3 Federal Work-Study Program Coordination

Marina Allen is the Work-Study Coordinator. Any questions about the Federal Work-Study Program, individual placement eligibility, requesting a Work-Study position, or appeals should be directed to Marina in the Financial Aid Office, Takena Hall, room T117. Her phone number is 541-917-4855.

1.4 **Federal Work-Study Hiring Coordination**

Marina Allen is also the Work-Study Hiring Lead who coordinates the hiring process. Students and staff may contact Marina in the Financial Aid Office in Takena Hall or call 541-917-4855. Services provided by the Work-Study Hiring Coordinator include:

- Referring eligible Federal Work-Study students to supervisors for interviews, when required. (Most students will refer themselves using the online Work-Study System).
- Collecting Federal Work-Study Authorization/Referral Forms, federal and state W-4 forms, I-9 form, and other paperwork from students who have been hired.

1.5 **Federal Work-Study Supervisor Online System**

Supervisors receive their User Name and Password from the Work-Study Coordinator.

The LBCC Federal Work-Study Online System is available at <http://cf.linnbenton.edu/joblist/fwsSuper/desktop.cfm?page=login>

From this LBCC Federal Work-Study Supervisor Login screen (figure 1 below) you can:

- request your login information be emailed to you by selecting “Login Information?”
- redirect to the LBCC main webpage by selecting “Linn-Benton Community College”
- view our comprehensive statement of nondiscrimination by selecting “2017 LBCC Comprehensive Statement of Nondiscrimination”

FIGURE 1

Once logged into the Work-Study Online System supervisors will initially be presented with their current Work-Study Student Records as shown in figure 2 that follows.

In regards to student information, from this screen supervisors can:

- access timesheets for review, edit, and approval (see Section 9.1)
- access student records from other years
- terminate student’s job (see Section 13.0)
- provide evaluations and submit raise requests (see Section 9.5)

Work Study Student Records

If the amount earned exceeds the remaining balance in the student's Federal Work Study award amount, your department must pay the remainder from department funds. Please contact Financial Aid if you have any questions.

Currently Employed Work Study Students					
Name	Student ID	Timesheet	Job	No longer working?	Evaluation Form
[REDACTED]	[REDACTED]	Timesheets for job id: 7871 - select time period - <input type="button" value="See Timesheet"/>	[REDACTED] JobID: 7871	<input data-bbox="1122 579 1289 606" type="button" value="No longer working?"/>	<input data-bbox="1317 579 1451 606" type="button" value="Evaluation Form"/>

Award Information for 2021 Aid Year				
SUMMER Award Amt.	FALL Award Amt.	WINTER Award Amt.	SPRING Award Amt.	Total Award Amt.
\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$6,400.00

View Your Students from other years -- Select Aid Year --

FIGURE 2

From the main Work-Study Student Records screen supervisors can also select “Your Work Study Job Information” to see their current work-study jobs and the position status. An example of this screen is provided in figure 3.

Your Work Study Jobs

Work Study jobs can be edited by supervisors during Spring Term.
 If you need changes to your job made at any other time, please contact Financial Aid.

LBCC Financial Aid

[REDACTED] Job ID: 7871

Description: Performs general office practices which include: sorts alphabetically and numerically and files material in the file room and storage room, operates office machines, including computer, copier and scanner. Creates, organizes and maintains student files. Scanning of student files before being filed in storage room. Ten person office. Friendly environment, but extremely busy office.

Requirements: Good filing skills, knowledge of scanning, keyboard knowledge. Good communication skills and organizational skills. Must be able to lift and bend to work with student files.

Job Status: Open Referral - students can request an interview. [See referral requests and hires.](#)

Terms available: Fall Winter Spring

Number of positions available for student workers: 1

1 student(s) currently working at this job.

There are 0 positions available.

FIGURE 3

Or the supervisor can view a list of all open work-study jobs by choosing the “Open Work Study Jobs” option. An example of this screen is provided in figure 4 below.

The screenshot displays the Linn-Benton Community College website interface. At the top left is the college logo, which includes a stylized bird icon and the text "Linn-Benton Community College". Below the logo is a navigation menu with links: "Welcome, [redacted] | Home Page | Logout | Edit Login | Your Work Study Job Information | Your backup for approving timesheets [redacted] | Edit Backup Person's Profile | Open Work Study Jobs".

The main content area is titled "Available Work Study Jobs" and contains a table with the following structure:

Work Study Jobs	See Job Details	Terms Job is Available
ABE/GED & ESOL Clerical Aide JobID: 8087	See Job Details	Fall Winter Spring
Administrative Aide -ASSH JobID: 8142	See Job Details	Fall Winter Spring
Admissions Aide JobID: 8086	See Job Details	Fall Winter Spring
Adult Re-Entry & Career Pathways Aide JobID: 8116	See Job Details	Fall Winter Spring
Advertising Aide JobID: 8182	See Job Details	Fall Winter Spring
Advising Center Clerical Aide JobID: 7875	See Job Details	Fall Winter Spring
Animal Science Clerical Aide JobID: 8090	See Job Details	Fall Winter Spring
Animal Science Lab Aide JobID: 8089	See Job Details	Fall Winter Spring
Art Department Gallery Aide JobID: 8092	See Job Details	Fall Winter Spring
Athletic Aide JobID: 8094	See Job Details	Fall Winter Spring
Auto Tech Aide JobID: 8095	See Job Details	Fall Winter Spring

At the bottom of the screenshot, the text "FIGURE 4" is displayed in a blue box.

TYPES OF EMPLOYMENT

2.0

Overview

Students may be employed on-campus or at approved off-campus locations. To the maximum extent practical, jobs must complement the student's educational program or vocational goals.

2.1 On-Campus Employment

LBCC may employ a student to work for the school, including certain services the school may contract for: food service, cleaning, maintenance, or security. Work for the school's contractors is acceptable as long as the contract specifies the number of students to be employed and specifies that the school selects the students and determines their pay rates.

Federal Work-Study students may be assigned to assist an instructor if they are doing work the school would normally support under its own employment program. Having a student serve as a research assistant to an instructor is appropriate, as long as the work is in line with the faculty member's official duties and is considered work for the school itself.

2.2 Off-Campus Employment

LBCC may also employ students to work for off-campus employers under the appropriate conditions. The employer must be a Federal, State, or local public agency or a nonprofit organization and a signed contract between LBCC and the off-campus employer has been completed that specifies, among other things, the number of students to be employed and states that the school selects the students and determines their pay rates.

EMPLOYMENT CONDITIONS AND LIMITATIONS

3.0

3.1 General Conditions

Federal Work-Study employment is governed by employment conditions, including pay, that are reasonable according to the type of work performed, the geographic region, the employee's proficiency, and any applicable Federal, State, or local law.

3.2 Minimum Wage

Federal Work-Study students must be paid at least the current Federal minimum wage of \$7.25 per hour. The Fair Labor Standards Amendments of 1999, which raised the minimum wage, also established a new "sub-minimum" or training wage that is lower than the minimum wage. However, it is not permissible to pay students in Federal Work-Study jobs wages at the sub-minimum wage rate.

LBCC pays Federal Work-Study students the State of Oregon's minimum wage, which is currently \$12.00 per hour.

3.3 Limitation on Employment

Federal Work-Study employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with Federal Work-Study students. ***Replacement is interpreted as displacement.***

3.4 Limitations on Religious Involvement

Federal Work-Study positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. In determining whether any Federal Work-Study employment will violate this restriction, a school must consider the purpose of the work rather than the nature of the employing organization. In general, work in any part of a facility serving a religious function (for example, an area that is used as both a dining hall and worship area) usually cannot be supported under Federal Work-Study. However, a student could work in a soup kitchen sponsored by a religious order because the work would benefit the public, not the order. (Note that the soup kitchen could be located in the basement of a church, for example, as long as the church does not use the basement for religious functions connected with the operation of the soup kitchen.) A tutoring program sponsored by a religious order would also be acceptable Federal Work-Study employment.

3.5 Fees or Commissions Prohibited

Neither a school nor an off-campus employer that has an agreement with the school to hire Federal Work-Study students may solicit, accept, or permit to be solicited any fee, commission, contribution, or gift as a condition for a student's Federal Work-Study employment. However, a student may pay union dues to an employer if it is a condition of employment, and if the employer's non-Federal Work-Study employees must also pay dues.

3.6 Voluntary Services Prohibited

The Fair Labor Standards Act of 1938, as amended, prohibits employers from accepting voluntary services from any paid employee. **Any student employed under Federal Work-Study must be paid for all hours worked.**

3.7 Academic Credit for Federal Work-Study

The fact that a student may receive academic credit for the work performed does not disqualify the job under Federal Work-Study. However, there are certain restrictions. If a student must complete an internship or practicum as part of his or her degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under Federal Work-Study. If students are normally paid, they may be employed under Federal Work-Study. The fact that a student receives academic credit for a Federal Work-Study job does not mean the student should be paid any less than he or she would be paid if no academic credit were received. A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting.

3.8 Garnishment of Federal Work-Study Wages

A student's Federal Work-Study wages may be garnished only to pay any costs of attendance that the student owes the school or that will become due and payable during the period of the award. Schools must oppose any garnishment order they receive for any other type of debt; paying Federal Work-Study funds in such cases would mean that funds would not be used "solely for educational purposes"--a requirement for Student Federal Aid funds. In the event of an off-campus employment arrangement, LBCC will set up effective procedures to notify off-campus employers that garnishment of Federal Work-Study wages for any debt other than a cost of attendance is not permissible per HEA 488A(d).

JOB DESCRIPTIONS AND PAY SCALES

4.0

4.1 Pay Structure

The following pay structure has been adopted by LBCC for all Federal Work-Study positions:

Level I	= Grade 10, Step 1	\$12.00
Level II	= Grade 12, Step 1	\$13.25
Level III	= Grade 14, Step 1	\$14.52
Level IV	= Grade 16, Step 1	\$15.93

The majority of the work-study jobs are minimum wage (Level I). The Level II through Level IV jobs are updated once, prior to the academic year, to be in line with the corresponding grade and Step of the Part-Time, Non-contracted Classified Salary Schedule. If the schedule is updated in the middle of the academic year, the work-study system will not follow suit until the next academic year. Minimum wage increases are the only base pay increases that will be done throughout the academic year. Students can earn pay increases; however, at the discretion of their supervisor (see Section 9.5).

4.2 Job Descriptions

General job descriptions for the Federal Work-Study positions are as follows:

Student Aide I	The student performs general tasks of a routine nature. Assignments are standard, limited, and have average difficulty. The student is under close supervision.
Student Aide II, III, IV	The student performs specific tasks of a technical nature. Assignments require special skill or technical training or expertise. Supervision and assistance is available with a minimum of direction.

Employing departments are responsible for specific job descriptions for each position requested. Complete job descriptions must be provided in the Work-Study Job Request (see Section 5.0).

4.3 Job Categories by Level

Sample Job Placements

Level I	Level II	Level III	Level IV
\$12.00	\$13.25	\$14.52	\$15.93
Office Aide Clerical Aide Secretarial Aide Library Aide PE Aide Lab Aide Media/Tech Aide Construction Aide Food Service Aide Child Care Aide Barista	Tutor	Peer Mentor Writing Peer Mentor	SMART Program America Counts

4.4 On-Campus Placement

Initial Placement:

1. Employing departments will be responsible for recommending the initial level of jobs, subject to review and approval by the Financial Aid Director and work-study coordinator.
2. If a department does not agree with the Financial Aid Office decision regarding placement level or step, an appeal may be made. Appeals will be reviewed in collaboration with the Work-Study Supervisor.

4.5 Off-Campus Placement

The Director of Financial Aid must approve all Off-Campus placements. An Off-Campus employer must complete a contract that includes, among other items, the number of positions requested and the rate of pay.

REQUESTING FEDERAL WORK-STUDY POSITIONS & CHANGING SUPERVISORS

5.0

5.1 Position Request Procedures

Positions are approved throughout campus giving employers equal opportunity to request a position to be opened. New position requests should be emailed to Marina Allen and Kim Dammon for approval and include the following:

- Job Title
- Supervisor
- Back Up Supervisor
- Work Location
- Division
- Hours per week
- Number of positions requested
- Job Duties/Description
- Skills/Experience/Special Information
- Employability Skills Goals for student
- Pay Rate

Approval of new positions is based upon attrition of past positions. The College's Federal Work-Study annual allocation allows LBCC to fill approximately 150-175 jobs.

Consequently, it is the College's policy to approve approximately the same number of position requests as the College has Federal Work-Study funding to fill. Due to the limited number of positions, supervisors are asked to limit their position requests to only jobs that are critical and necessary for the support of the department. Since students select the positions they want to interview for, there is always the potential that a posted Federal Work-Study position will not be filled.

- A. Departments or organizations need to submit position requests via e-mail to Marina Allen and Kim Dammon by the fourth week of spring term. Late position requests may not be approved.
- B. After approval, the work-study coordinator will post the job description on the Linn-Benton Work-Study Website by the end of spring term (see Section 5.3).
- C. Late Position Requests:

Late position requests will be approved only in the following circumstances:

- 1) If at the time a late position request is submitted, the total number of approved jobs is less than the total number of jobs the College can fund, or
 - 2) If the originating supervisor replaces any previously approved position requests specifying the same or fewer number of jobs with the late position request.
- D. Please provide specific details regarding the job duties and skills/experience required for the jobs. This information will be used to place the position on the appropriate pay level. Incomplete information may result in an inaccurate assignment on the pay scale or may require additional follow-up to clarify the information.

5.2 Financial Aid Office Review of Position Requests

- A. All Federal Work-Study Position Requests must be reviewed for adherence to pertinent federal and institutional regulations and are subject to approval by the Financial Aid Office.
- B. Departments will be notified in a timely manner of decisions made regarding position requests and pay levels.
- C. The Financial Aid Office reserves the right to deny a department's Federal Work-Study position and/or pay level request if the position does not comply with pertinent federal regulations, institutional policies, or the total positions the College can fund has been met.

5.3 Posting Federal Work-Study Jobs

- A. Approved Work-Study job descriptions will be posted on the Linn-Benton Work-Study Website by the work-study coordinator. Only authorized jobs approved by the Financial Aid Office may be posted at this site.
- B. Supervisors may use additional means of advertising approved positions (i.e. school newspaper, campus bulletin boards, etc.) at their discretion. **The Financial Aid Office is not responsible for marketing/promoting work-study positions.**
- C. Supervisors are responsible to notify Marina Allen in the Financial Aid Office when positions are not being filled. At that time, the job will be removed until the department contacts Marina to request a re-opening.

5.4 Changing Federal Work-Study Supervisors

- A. Current supervisors for already approved positions are responsible to notify Marina Allen in the Financial Aid Office when either the backup supervisor or main supervisor will be changing.
- B. The changing of supervisors should only be for an already approved position where the job responsibilities will remain the same. If job responsibilities are changing, it may be necessary to request a new position instead and the guidelines under section 5.1 should be followed.

HIRING PROCEDURES

6.0

6.1 Student Responsibilities

Before a student is authorized to be hired in a Federal Work-Study position, the student must:

1. Be certified for Federal Work-Study eligibility by the Financial Aid Office. Students are automatically sent a Federal Work-Study Award Message when they are awarded Work-Study. Students will see this award message on their WebRunner Financial Aid tab.
2. Be enrolled at least half-time in a financial aid eligible program and be making satisfactory academic progress as defined by LBCC in accordance with federal and institutional guidelines. Academic Standards are available on our website at <http://www.linnbenton.edu/current-students/money-matters/financial-aid/academic-standards-for-financial-aid>.
3. Be certified by the Work-Study Coordinator as eligible to work in compliance with pertinent U.S. Citizenship and Immigration Services (USCIS) regulations.
4. Complete the FWS Background Check Authorization form online.

Once the student has met the above requirements, he or she is instructed to review the Work-Study Web Site to find a job. At this point, **the student selects a job** the student is qualified or able to learn to do either with or without accommodations and requests an interview via email. An email with the student's information is then sent to the supervisor. The Work-Study Supervisor will contact the student with a time for an interview within 4 days. The Supervisor will print out both pages of the email. This will be signed by both the Supervisor and the student. There will be a few students who will require a Work-Study Coordinator referral directly to the supervisor for an interview. These students are usually given a LBCC Work-Study Employment Authorization Form to take to the interview with the prospective supervisor. The Work-Study Coordinator may instead decide to send an email to the Supervisor who will receive the email as if it were from the student. The Supervisor will then reply to set up an interview with the student.

Upon hire, the student brings the Employment Authorization to the Work-Study Coordinator to be collected along with a W-4 form and an I-9 form. The W-4 and I-9 forms will be provided by the Work-Study Coordinator. The Supervisor will get an email indicating the student is hired and all paperwork is collected and the student can work.

It is extremely important for students to return Employment Authorization forms and other completed paperwork to Marina Allen in Financial Aid T-117 so hiring information can be entered into the Linn-Benton Work-Study website. This is critical because it:

1. Avoids the problem of students contacting supervisors for positions that have been filled.
2. Allows monitoring of the number of positions filled so that LBCC doesn't exceed the Federal allocation for the Federal Work-Study program.

3. Allows prompt processing of information to payroll.
4. Avoids the possibility of a Department being charged for hours worked because the hiring process was not appropriately completed.

Below are instructions the student follows to obtain a work-study job.

Federal Work-Study Guide

Federal Work-Study (FWS) placement process is online and self-service. Please follow all instructions.

Steps to Accept Your FWS Offer

1. To accept the FWS award you have been offered, you must have a current email address to access the work-study system.
2. Click here <http://cf.linnbenton.edu/joblist/fwsStudent>
3. Complete the Criminal History form, Information Brief & Acknowledgement, Payroll for online.
4. Click "Open Work-Study Jobs"
5. [Work-Study Checklist](#)

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FWS Student Rights and Responsibilities

When you accept a FWS position, you accept the following terms and conditions. If you do not meet your obligations, it is grounds for the FWS award to be canceled.

- You must be registered for at least six (6) credits in a financial aid eligible program and maintain Linn-Benton's Financial Aid Satisfactory Academic Progress Standards.
- You are responsible for monitoring your FWS earnings and hours which will always be available on your current time sheet online.
- You cannot work more than 8 hours a day and or/ 20 hours per week. You cannot work when the college is closed (i.e. holidays, College In-service Days, Inclement Weather Days)
- You are eligible to earn the offered amount each term. Award amounts not earned by the

- end of each term will be available in the next term with the exception of spring term, which is the final term of the year award.
- Submitting your timesheet is your responsibility. If you do not submit it in a timely manner, you may not receive payment until the following pay period. If you forget to enter your hours, contact your supervisor as soon as possible.
 - Record your hours accurately each time you work. Do not wait until the end of the pay period and try to reconstruct your work times. Record the total number of hours that you work each day on your time sheet to the nearest quarter hour (.25 = 15 min, .50 = 30 min, .75 = 45 min).
 - FWS earnings are paid by direct deposit. If you do not complete a direct deposit authorization, you will receive a paper check.
 - Financial aid will assume you no longer plan to take advantage of your FWS award and the award will be cancelled if you have not been hired for a FWS position by the end of the 4th week.
 - If special circumstances arise regarding your ability to work, contact your supervisor.
 - If you file a W-4 with exempt status, you must fill out a new W-4 form after January 1st of each year. Complete a new W-4 form promptly at the Human Resource Office if your marital status or tax withholding status changes during the year.
 - It is possible to have FWS job and also earn credits through Cooperative Work Experience. For more information, contact your Cooperative Work Experience Coordinator.
 - You may be eligible for a pay raise up to 3 times a year. Speak with your supervisor regarding an evaluation.
 - FWS wages are taxable. You will receive a W-2 before the end of January each year.
 - Per Oregon State Law, you are entitled to a 10-min break for every 4 hours you are scheduled to work. You may not work over 6 hours without signing out for a 30-minute lunch break (unpaid).
 - Per Federal and State Law, once you have been paid for a position on campus, **you are no longer eligible to volunteer** for that position.
 - When your allocated hours for the term are used up, you cannot work unless the department is willing to pay you out of their own funds.

6.2 Supervisor/Department Responsibilities

- A. Supervisors/Departments are responsible for interviewing and making hiring decisions. Students will be hired if qualified or able to be trained to do the essential elements of the job either with or without accommodations.
- B. **Supervisors/Departments may not hire a Federal Work-Study student without an Authorization/Referral Form emailed or brought to them with the request for an interview. *If a student is hired without official authorization, the department will be responsible for 100 percent of that student's wages.***
- C. Part II of the Authorization/Referral Form must be completed and signed by the supervisor for each student hired. Both pages of the email must be printed out and turned into the Work-Study Coordinator in Financial Aid. ***The supervisor should keep a copy for their records as well.***
- D. Before a student starts working, the student must take the signed Authorization/Referral Form and picture ID to the Federal Work-Study Coordinator in the Financial Aid Office (T-117). Students will then be given an I-9 and state and federal W-4 to complete. To assure students are completing the most current form, students should use the I-9 and W-4 forms provided by the Work-Study Coordinator.

- E. The supervisor commits to the following: providing the work-study student training, evaluation and feedback of work, and providing disability accommodations (upon student's request) as approved by the Center For Accessibility Resources (CFAR), and consulting with CFAR if accommodations or performance require further discussion.
- F. After the student completes all the forms, the supervisor will receive an email that states the student has been hired and is eligible to work. The student may begin working once the entire hiring process has been completed, as long as the term has officially begun and the student is enrolled at least half-time.

It is the supervisor's/department's responsibility to verify the student is enrolled before the student may begin working.

- G. All work-study students must get a work-study id badge from the Public Safety Office prior to working. The id badge will expire at the end of the year. It is the supervisor's responsibility to collect the id badge when the student's employment has been terminated.
- H. A student who is hired for Summer Term and the standard academic year (Fall, Winter and Spring) must do **two** Authorization/Referral Forms. One Authorization/Referral Form is done when the student is hired for Summer Term and then another form is completed for Fall Term for the academic year. Only one Authorization/Referral Form is required when a student is hired strictly for the academic year; the exception is if a student changes jobs. In that case, a new Authorization/Referral form must be completed, signed, and returned to the Work-Study Coordinator. The student needs to be terminated from the first job by that job's supervisor.
- I. If a student's Federal Work-Study eligibility changes during the term, the Supervisor will receive an email stating that the student is no longer eligible for Federal Work-Study. The student will not be able to record any hours on their time sheet after this occurs. The student needs to check with Marina Allen in the Financial Aid office as to why this might have happened.
- J. If a student fails to make satisfactory academic progress at the end of any term, the supervisor will receive an email. Supervisors need to be aware that grade changes can revise a student's eligibility as can the appeals process. ***If you receive a notification of suspension of Federal Work-Study eligibility, discuss with your student whether they have appealed or anticipate any grade changes, etc.***
- K. If you are terminating a student worker you will need to collect their id badge and process the termination using the Linn-Benton Work-Study Website (see Section 13.0).

LENGTH OF STUDENTS' ASSIGNMENTS (AWARDS)

7.0

7.1 Summer Term

LBCC awards Summer Federal Work-Study funds only to students who have completed the following:

1. The Federal Financial Aid application process.
2. Turned in a tentative Summer Request Form to the LBCC Financial Aid Office.
3. Have completed entire LBCC admissions process and are fully admitted to the college.
4. Are attending at least half time (6 credits or more).

7.2 Standard Academic Year

- A. Generally, students' awards are made for the standard academic year (Fall, Winter and Spring terms).

Exceptions:

1. The student has chosen to attend only one or two terms.
 2. The student will exceed the maximum terms allowed for funding during the academic year, and therefore is only eligible for one or two terms of funding.
 3. The student becomes terminated from financial aid due to lack of satisfactory academic progress or drops to less than half-time attendance.
- B. If the student earns the entire amount of a term's eligibility before the end of the term, the student must stop working until the next term begins. **Student's earnings in excess of each term's eligibility will be charged to the department.**
- C. Students may work for more than one department at any given time provided there has been prior approval by the Financial Aid Office. It is the responsibility of the department to maintain communication with the student and the other department involved for purposes of monitoring the student's total earnings (see Section 10.0).
- D. When a student is no longer working in a job assignment, the supervisor/department is responsible for terminating their employment on the LBCC Work-Study Database (see Section 13.0). The supervisor/department must also send an email to the Work-Study Coordinator in the Financial Aid Office.
- E. If the department becomes aware that a student drops below six (6) credits or withdraws from all classes during the term, the student must immediately stop working. If the student questions this action, please refer the student to the Financial Aid Office.

Supervisors are also responsible for ensuring that students are enrolled in at least six credits prior to allowing the student to begin working.

7.3 Working During Breaks

A. **Students may NOT work:**

1. No work-study students are allowed to work between Spring & Summer terms.
2. No work-study students are allowed to work between Fall & Winter terms (from December 16th thru day prior to the start of Winter term).

B. The break period is the time between the end of finals week and the first day of the next term. Students may work during break periods not expressly excluded as long as the following conditions are met:

1. The student must have sufficient funds from the previous term to cover earnings over the break. Supervisors are expected to track their employee's earnings.
2. The student must be registered for a minimum of 6 credits for the upcoming term and be making Satisfactory Academic Progress.
3. The supervisor/department must request permission in writing from the Federal Work-Study Coordinator for each student requesting to work over the break. Requests must be submitted to the Financial Aid Office one week prior to the beginning of the break. If the request is approved, the Work-Study Coordinator will identify the maximum number of hours available for the student to work during the break period. **Supervisors that do not get written permission for work-study students to work during break periods will have their department billed for those hours worked. In conjunction, your work-study position may be terminated.**

HOURS OF WORK

8.0

8.1 Calculation of Available Federal Work-Study Hours

For Federal Work-Study students, actual hours worked per week depends on the total amount of their award and hourly pay rate, using the following schedule:

Formula 1: Federal Work-Study Award divided by hourly pay rate = hours available for the term

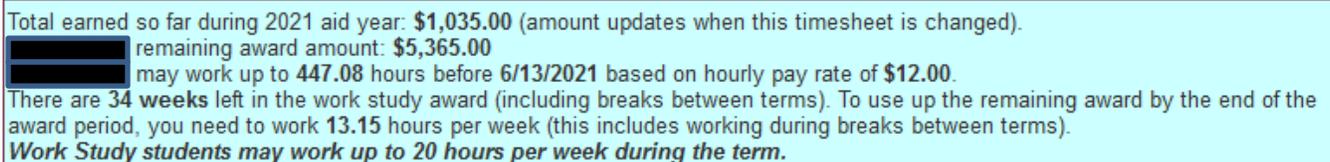
Formula 2: Federal Work-Study Award divided by hourly pay rate divided by number of weeks in the term (generally 11 weeks) = hours per week

Example:	Federal Work-Study award for term	\$1,600.00
	Hourly pay rate:	\$12.00
	Weeks of term:	11

Formula 1: \$1,600.00 divided by \$12.00 = 133.33 hours available for the term

Formula 2: \$1,600.00 divided by \$12.00 divided by 11 = 12.12 hours available per week

The Work-Study Online System provides these details on the Student Time Sheets as shown below in figure 5.



Total earned so far during 2021 aid year: **\$1,035.00** (amount updates when this timesheet is changed).
[REDACTED] remaining award amount: **\$5,365.00**
[REDACTED] may work up to **447.08** hours before 6/13/2021 based on hourly pay rate of **\$12.00**.
There are **34 weeks** left in the work study award (including breaks between terms). To use up the remaining award by the end of the award period, you need to work **13.15** hours per week (this includes working during breaks between terms).
Work Study students may work up to 20 hours per week during the term.

FIGURE 5

It is the responsibility of each Federal Work-Study student and supervisor to utilize the formula to determine individual hours available to work each term. The decision regarding the actual number of hours worked will be made by the student's supervisor with consideration for the maximum hours allowed and the student's class schedule.

8.2 Work Schedules

As each term begins or when students become employed, students are to give their supervisor a copy of their class schedule so the students and supervisors can plan schedules of days and hours to work.

As per guidance provided in the Department of Education March 5, 2020 Dear Colleague Letter (DCL) regarding the COVID-19 virus, we will make the following provision for work-study schedules during 2019-2020 Winter term for the period of March 16, 2020 through March 27, 2020: We will continue to pay work-study students for their normal working schedules at on-campus and off-campus jobs during this time frame. Students can be paid FWS funds for hours that the student was scheduled to work, but was prevented from working because of the COVID-19 outbreak.

8.3 Maximum Hours Allowed

Students are allowed to work up to a maximum of 20 hours per week and no more than eight (8) hours per day. Students may work during evenings and weekends as long as the department has regular evening and/or weekend hours and the student has adequate supervision. **If a work-study student works more than 20 hours in a week without prior approval from the Financial Aid Office the excess hours will be paid with the supervisor's department funds and could result in the termination of their work-study position.**

8.4 Overtime

NO OVERTIME IS ALLOWED AT ANY TIME!! EVER!!!

Any hours reported on the timesheet that exceed the maximum allowed will not be covered with Federal Work-Study funds and will be charged 100 percent to the department's budget.

8.5 Working Over Holidays

If the department is closed for an official holiday, normally the student is not allowed to work during that time. Federal Work-Study students may work during official holidays provided that there is substantive work to be done and adequate supervision available. Since Federal Work-Study students cannot have worked 40 hours in any break week (20 hours per week is the limit per established school policy), they must be paid the standard hourly pay rate.

8.6 Studying During Working Hours

Federal regulations state that a supervisor must sign the student's timesheet verifying that the student has worked and earned the amount being paid and that the work was performed in a satisfactory manner. For this reason **students should not be allowed to study during working hours.**

8.7 Sample Work-Study Earnings Chart

This chart is designed to assist you in scheduling work hours. Varying wages and hours worked per week have been used to compute the amount of earnings for a student employee.

Academic School Year Only- No Vacation Periods

Formula is Wage x 8 or 10 hours x 11 weeks per term x 3 terms

Wages Per Hour	8 Hours Per Week	10 Hours Per Week
\$12.00	\$3168.00	\$3960.00
\$13.25	\$3498.00	\$4372.50
\$14.52	\$3833.28	\$4791.60
\$15.93	\$4205.52	\$5256.90

Academic School Year PLUS 4Hours/Day Break Periods (15 Days)

Formula is Academic School Year-Only-No Vacation Period figures + Wage x 4 x 15

Wages Per Hour	8 Hours Per Week	10 Hours Per Week
\$12.00	\$3888.00	\$4680.00
\$13.25	\$4293.00	\$5167.50
\$14.52	\$4704.48	\$5662.80
\$15.93	\$5161.32	\$6212.70

One Term- No Vacation Periods

Formula is Wage x 8 or 10 hours x 11

Wages Per Hour	8 Hours Per Week	10 Hours Per Week
\$12.00	\$1056.00	\$1320.00
\$13.25	\$1166.00	\$1457.50
\$14.52	\$1277.76	\$1597.20
\$15.93	\$1401.84	\$1752.30

*** Shaded areas are amounts that are larger than the typical awarded amounts*

TIMESHEETS

9.0

9.1 Timesheet Completion

Figure 6 below is an example of a student's timesheet in the Work-Study Online System. From this screen a supervisor can review, adjust, "Save Changes", and "Approve this Timesheet".

Linn-Benton
Community College

Welcome, [redacted] | [Home Page](#) | [Logout](#) | [Edit Login](#) | [Your Work Study Job Information](#) |
 Your backup for approving timesheets is [redacted] | [Edit Backup Person's Profile](#) | [Open Work Study Jobs](#)

Job Information for [redacted] Stu ID: [redacted]

[redacted] job ID: 7871 Supervisor: [redacted] Hired: 9/28/2020 - Referred: 7/1/2020
 Total award for 2021 aid year: \$6,400.00 Student hourly pay for 9/16/2020 - 10/15/2020: \$12.00
 Award start: 6/29/2020 - Award end: 6/13/2021
 Award amount for Fall Term 2020: \$1,600.00
 Award amount for Summer Term 2020: \$1,600.00
 Total earned during Fall Term 2020: \$51.00
 Award amount remaining for Fall Term 2020: **\$1,549.00** Job Base Pay: \$12.00
 Total earned during Summer Term 2020: \$984.00
 Award amount remaining for Summer Term 2020: **\$616.00**

Total earned so far during 2021 aid year: **\$1,035.00** (amount updates when this timesheet is changed).
 [redacted] remaining award amount: **\$5,365.00**
 [redacted] may work up to **447.08** hours before 6/13/2021 based on hourly pay rate of **\$12.00**.
 There are **34 weeks** left in the work study award (including breaks between terms). To use up the remaining award by the end of the award period, you need to work **13.15** hours per week (this includes working during breaks between terms).
Work Study students may work up to 20 hours per week during the term.

Edit [redacted] timesheet. Student ID: [redacted]

Record hours worked, then click the Save Changes button. Enter numbers and decimal points only.
 Record partial hours as .25, .50 or .75. If not entered correctly they will be rounded down to the nearest quarter hour increment.

September 16 - 30, 2020 job ID: 7871

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			16	17	18	19
20	21	22	23	24	25	26
27	28 <input type="text" value="0"/>	29 <input type="text" value="4.25"/>	30 <input type="text" value="0"/>			

October 1 - 15, 2020 job ID: 7871

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 <input type="text" value="0"/>	2 <input type="text" value="0"/>	3 <input type="text" value="0"/>
4 <input type="text" value="0"/>	5 <input type="text" value="0"/>	6 <input type="text" value="0"/>	7 <input type="text" value="0"/>	8 <input type="text" value="0"/>	9 <input type="text" value="0"/>	10 <input type="text" value="0"/>
11 <input type="text" value="0"/>	12 <input type="text" value="0"/>	13 <input type="text" value="0"/>	14 <input type="text" value="0"/>	15		

Save Changes

4.25 hours recorded for September 16 2020 - October 15 2020
Pay based on hours recorded on timesheet: \$51.00 (updates when you click "Save Changes")

See why certain dates on timesheet do not allow editing.

This timesheet must be approved before 4:30 pm on October 19, 2020 so [redacted] is paid on October 30, 2020.

The timesheet will not be editable after approval.

Approve this Timesheet

FIGURE 6

- A. Federal Work-Study timesheet on the database must be completed for each student in order for the student to be paid from Federal Work-Study funds. The Federal Work-Study timesheets are only available on the online system. Students need to sign into the online system and put in the hours they work **each day**. They will save those changes each day. At the end of the time period, they will request the supervisor to approve their timesheet. After that is done, the timesheet is sent electronically to Human Resources so the student can be paid.
- B. Supervisors are responsible for accuracy of the information reported on the monthly timesheet.
- C. **The supervisor's approval attests to the accuracy of the hours worked as well as to the satisfactory job performance of the student.** Federal Work-Study timesheets are subject to federal audit and must be conscientiously and accurately completed or the College may be liable for the funds paid.
- D. **It is the supervisor's responsibility to regularly check that their work-study student is recording their hours after each day the work-study student works. If a supervisor fails to check timesheets regularly the department will be responsible for the hours worked by the work-study student. This inaction could also result in the termination of the work-study position.**
- E. As per guidance provided in the Department of Education March 5, 2020 Dear Colleague Letter (DCL) regarding the COVID-19 virus, we will make the following provision for work-study schedules during 2019-2020 Winter term for the period of March 16, 2020 through March 27, 2020: We will continue to pay work-study students for their normal working schedules at on-campus and off-campus jobs during this time frame. Students can be paid FWS funds for hours that the student was scheduled to work, but was prevented from working because of the COVID-19 outbreak. Their timesheet can be adjusted accordingly.

9.2 Timesheet Due Date

- A. Students and supervisors are responsible for completing and submitting a LBCC Work-Study timesheet electronically no later than the posted deadline usually right after the middle of the month but preferably by the 15th of each month.
- B. Supervisors, or their backup, are **responsible** for reviewing and approving the timesheet that are submitted electronically to the LBCC Human Resources.

9.3 Late Timesheets

- A. Late timesheets may not be processed until the following pay period.
- B. Exceptions must be approved by Human Resources.
- C. **Late timesheets will be paid with department funds (not work-study funds) and can result in termination of the work-study position.**

9.4 Payday Check Disbursement

- A. Students will be paid on the last day of the month of the payroll period.
- B. Effective immediately, all new hires (or re-hires) will be strongly encouraged, as a condition of employment, to complete and submit a "Direct Deposit Authorization". The Direct Deposit Authorization form or the online direct deposit options will be discussed and provided while meeting with the Work-Study Coordinator during the completion of hiring forms stage of the hiring process.
- C. If the student does not receive his or her pay on the last working day of the month, the student should be instructed to contact their supervisor to ensure that a time sheet has been submitted. If the time sheet was submitted on time, the student should contact the Human Resources Department in the Calapooia Center Building, Room CC-108.

9.5 Pay Raises and Evaluations

It is the responsibility of the supervisor to evaluate student employees. Evaluation forms are available on the Work-Study website. Those students displaying good performance in their job may receive an initial raise after 30 days of employment and once a term thereafter. Raises are 25 cents per hour per term based on the recommendation of the supervisor.

Select [Evaluation Form] from the Supervisor's Work Study Student Records screen shown in figure 7 below.

Work Study Student Records

If the amount earned exceeds the remaining balance in the student's Federal Work Study award amount, your department must pay the remainder from department funds. Please contact Financial Aid if you have any questions.

Currently Employed Work Study Students					
Name	Student ID	Timesheet	Job	No longer working?	Evaluation Form
		Timesheets for job id: 7871 - select time period -		No longer working?	Evaluation Form

See Timesheet JobID: 7871

FIGURE 7

Figure 8 is an example of the Evaluation form presented from the Supervisor's Work Study Student Records screen in the Work-Study Online System.

Request a raise for [REDACTED] – job: [REDACTED]

Work study students may be eligible for a raise after working 30 days, up to three raises a year.

Click submit to send an email to Financial Aid requesting a raise for this student.

Student Employee Performance Evaluation Form

Student	Date	Job	Supervisor
[REDACTED]	October 14, 2020	[REDACTED]	[REDACTED]

Performance Category: Traits and criteria listed are suggestive rather than exhaustive. They may not be the same for all jobs.

	Level of Performance: (Each rating of "0", "1", or "4" must be supported by specific comments under 'supervisor's comments')				
	0	1	2	3	4
1. Job Knowledge: Understands methods, procedures and equipment: skillful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Quality of Work: Accurate, thorough, careful, dependable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Quantity of Work: Completes assigned tasks, plans and organizes time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Attendance: Reports to work as scheduled, prompt, makes prior arrangements if unable to meet work schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Attitude: Interested, reliable, enthused. Able to accept criticism.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Relations with others: Tactful, courteous, cooperative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Supervisor's Comments

0 = Unacceptable: ("0" in any category is cause for dismissal.)
 1 = Below standard: Improvement required to meet minimum standards.
 2 = Adequate, Good, Acceptable: Meet minimum standards, room for improvement.
 3 = Above Adequate, Better than Average: Exceed standards.
 4 = Superior, Exceptional, Outstanding: Consistently excellent.

FIGURE 8

Raise requests may be submitted to the Financial Aid Office for processing by sending an email to Marina Allen in the Financial Aid Office. FWS student pay raises do not go into effect until the following pay period. So if the raise is submitted on the 1st, it won't go into effect until the 16th of the month.

Note: Due to the timing of a typical minimum wage increase, pay raises will not be processed between June 15th and July 1st.

<p>After 30 days of employment in a job</p>	<p>Students who are exhibiting good performance in their job may receive up to a 25 cent per hour raise, based on an evaluation and recommendation of the supervisor.</p>
<p>Once a term after initial 30 day raise</p>	<p>After the first initial 30 day pay raise/evaluation, students can be evaluated once a term for up to a 25 cent raise by the supervisor. The number of raises a supervisor can recommend for a student is limited to three terms in an award/academic year (July-June).</p>

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Examples

	1 Term	2 Term	3 Term	4 Term
Student A	.25 cents	0	0	0
Student B	.25 cents	.25 cents	0	0
Student C	.25 cents	.25 cents	.25 cents	0
Student D	0	.25 cents	.25 cents	.25 cents
Student E	0	0	.25 cents	.25 cents
Student F	0	0	0	.25 cents

Raises do not transfer when students change jobs.

Remember when giving raises you need to adjust the amount of hours the student is allowed to work so the student doesn't earn more than their awarded amount.

To submit a raise request use the [Submit] button on the Evaluation Form (shown in Figure 9).

Request a raise for [REDACTED] – job: [REDACTED] Aide

Work study students may be eligible for a raise after working 30 days, up to three raises a year.

Click submit to send an email to Financial Aid requesting a raise for this student. [Submit](#)

FIGURE 9

MONITORING STUDENT EARNINGS

10.0

10.1 Department Responsibilities

- A. The employing supervisor/department is responsible for keeping track of students' earnings and not allowing students to work beyond the amount of their eligibility per term as indicated on the Authorization/Referral Form. The system does the figuring for you, but you still need to make sure you haven't gone above your term amount.
- B. If the student works for more than one department, it is the supervisor's/department's responsibility to maintain communication so over-earnings do not occur.
- C. Any earnings, which exceed the student's eligibility, will be charged 100 percent to the department budget. If the student works for more than one department, the over-earnings will be charged in equal amounts to the responsible departments.

10.2 Financial Aid Office Responsibilities

The Financial Aid Office will also monitor students' earnings. However, it should be noted that the Financial Aid Office does not become aware of students' earnings until after students have been paid.

The Work-Study Online System provides these details on the Student Timesheet screen as shown in figure 10 below.

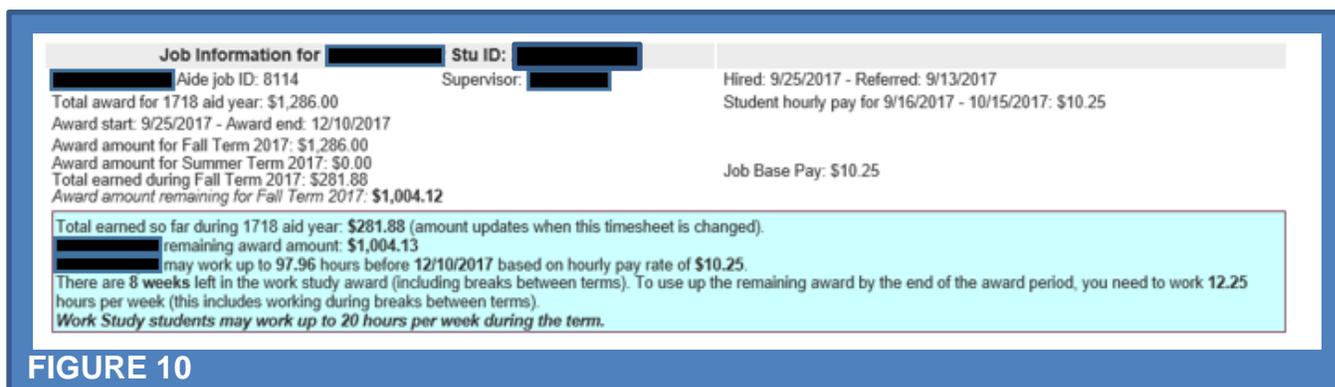


FIGURE 10

SUPERVISION OF STUDENTS

11.0

11.1 Good Supervisor/Good Federal Work-Study Experience

The key to a successful Federal Work-Study program is good supervision. Supervisors must not only be experts in their work but also teachers, able to impart their skills and abilities to student aides. Supervisors not only need to offer a good work environment, but also train, motivate, and evaluate students.

Often students will have closer, more long-term relationships with their supervisors than with any individual faculty member or advisor. The supervisor can often be a key figure in a student's college experience-and in their personal growth. By affecting attitudes about work, the supervisor can influence the success of the individual throughout their life.

Student work experience can provide a full spectrum of learning and career-development opportunities from basic job skills to interpersonal skills to leadership skills. The following list outlines the typical types of skills and values developed through work experience-from the skills gained at the basic trainee position to those gained in a position that requires significant responsibility and autonomy.

Skills and Values Developed through Student Work Experience *

Level 1	Basic Work Habits and Attitudes
	<ul style="list-style-type: none"> • Meeting schedules • Efficient use of time • Healthy attitude toward work and supervision • Working with others • Recognition of importance of work • Learning basic skills and information
Level 2	Responsibility and Skill Development
	<ul style="list-style-type: none"> • Taking personal responsibility • Application of knowledge to situation • Learning and developing confidence in skill or program • Appreciation of work as a process as well as product
Level 3	Creativity and Awareness
	<ul style="list-style-type: none"> • Importance of initiative • Problem identification • Analytical ability • Problem solving
Level 4	Understanding and Commitment
	<ul style="list-style-type: none"> • Understanding relationships between individuals, institutions and process • Commitment to service • Ability to articulate and interpret observations, experiences and understanding • Comprehension of values, realities, and goals
Level 5	Leadership and Autonomy
	<ul style="list-style-type: none"> • Understanding of leadership in community context • Development of responsible autonomy • Ability to transmit values and interpretation to others • Confidence of self-knowledge and value commitments

*Based on "Values Clarification and Self-Understanding through Student Work Related Experiences" by William A. Laramée, NASPA Journal, Vol. 17, No. 4, Spring 1980.

11.2 Unique Characteristics of Student Employees

Students are diverse individuals and caution must be exercised in categorizing students as a homogeneous population. There are, however, some generalizations that can be made about student employees and, consequently, some implications for supervision.

- Students are short-term employees
- Students' primary goal and first concern is academics
- Students have a desire for quick results and impact
- Students are struggling with a great deal of issues related to:
 - Parenting their children
 - Autonomy from their parents
 - Relationships with their peers
 - Discovering who they are as individuals
 - The integration and acceptance of a workable value system
 - A career and life direction
 - Establishing an ethical and moral base of reasoning
 - Financial issues
- Students are free from the constraints of experience or vested interest in long-range employment

Implications for Supervisors:

- The fact that students' primary goal is their academics does not excuse irresponsibility, but may make some flexibility necessary
- Students are most effective when their work is defined in terms of projects or tasks. When a student is given a specific task defined by objectives and turned loose with the resources and guidance to pursue it, he or she will almost always out-produce students in more traditional settings
- By understanding the dual role of employer/educator, the supervisor can be instrumental in assisting a student in his or her developmental growth
 - Students may be an invaluable resource for innovative, creative ideas, for change or improvement.
 - Students have financial needs that must be met. Encourage students to submit timesheets promptly, so you may submit them promptly, and they can be paid timely for their work.

11.3 Tips for Supervisors of Federal Work-Study Students

- A. Prepare for your student worker's first day. If necessary, set aside a work area and equipment/supplies. Let the student's co-workers know when she/he will begin so they, too, can prepare for the student worker's arrival. Have some tasks ready for the student to begin working on.
- B. Explain to the student your expectations of the student, the roles of the team members, and available resources.
- C. Assign a member of the office to be the student's mentor.

- D. Treat the student as a team member.
- E. Offer **informal** feedback frequently. Give positive feedback as well as suggestions for improvement. Also, ask the student to communicate openly with you-be open to suggestions/ideas that may improve the student's work environment.
- F. Have extra work available if your student runs out of things to do.
- G. Show sincere interest in the student worker and enjoy his/her fresh outlook, energy, and enthusiasm.

11.4 Confidentiality of Information

As a supervisor, you may have a need for students to clearly understand their responsibility for preserving security and confidentiality of student and college records. The following form can be copied and used to emphasize the importance of confidentiality in their work position.

11.5 Federal Work-Study Confidentiality Form

See following page.



LINN-BENTON COMMUNITY COLLEGE

Student Employee Code of Responsibility for Security and Confidentiality of Information

Security and confidentiality are matters of concern to everyone who works with students or with student or college records. As a student employee, your job may include access to this type of material. This places you in a position of trust, since it gives you a share in the College's responsibility for preserving security and confidentiality. The following code outlines your obligations:

No student employee may make, or permit another person to make, unauthorized use of information from another student or from student or college records.

No student employee may seek personal benefit, or permit another person to seek personal benefit, through use of information obtained in the course of their work assignment from another student or from student or college records.

No student employee may tell, show, or otherwise reveal information received from another student or from the contents of any student or college record except as required for the performance of their job duties.

No student employee may deliberately include false, misleading, or inaccurate information in a student or college record. No student employee may deliberately remove information from a student or college record except as directed for the performance of their work assignment. No student employee may remove any student or college record from the office where it is normally maintained, except as directed in the performance of their job duties.

No student employee may assist or conspire with another person to violate any portion of this code.

Each student employee has a moral obligation to report violations of this code to his/her supervisor immediately.

Violation of this code may lead to reprimand or dismissal from student employment. It may also lead to action under the State of Oregon statutes pertaining to theft, alteration of public records, and/or other appropriate sections.

I have received and read a copy of the Linn-Benton College Student Employee Code of Responsibility for Security and Confidentiality of Records. I understand and will comply with this code.

Print Name

Signature

Date

UNSATISFACTORY WORK PERFORMANCE

12.0

12.1 Definition of Unsatisfactory Work

Federal Work-Study students are expected to perform and conduct themselves in the same manner as any other employee. Unsatisfactory work performance may include, but is not limited to: incompetence, violations of work rules or procedures, chronic tardiness, failure to show up for work without prior approval from the supervisor, dishonesty, use of alcohol or drugs during working hours, insubordination, etc.

12.2 Guidelines for Resolving Problems

If a Federal Work-Study student employee does not perform in a satisfactory manner, the following procedures are recommended:

1. A conference between the student and the supervisor should be conducted to inform the student about the problem, to provide suggestions for improvement, and to agree upon a time limit during which the student must improve. It is best to do a written work plan that both the student and supervisor agree upon and sign. Copies of the work plan should be given to the student and the supervisor.
2. If, by the agreed upon date, there is little or no improvement, the supervisor may consider terminating the student's employment.
3. Prior to making a decision to terminate a student's employment, it is recommended the supervisor meet with a representative of Human Resources to discuss performance, corrective options, and exit protocols.
4. Terminate Student's job on the LBCC Federal Work-Study Online System (see Section 13.0).

In some cases, the supervisor/department may be allowed to terminate the student without following the suggested procedures above, depending upon the seriousness of the infraction. Supervisors who are experiencing difficulties with a student should consult with the Human Resources Office before any action is taken.

TERMINATION PROCEDURES

13.0

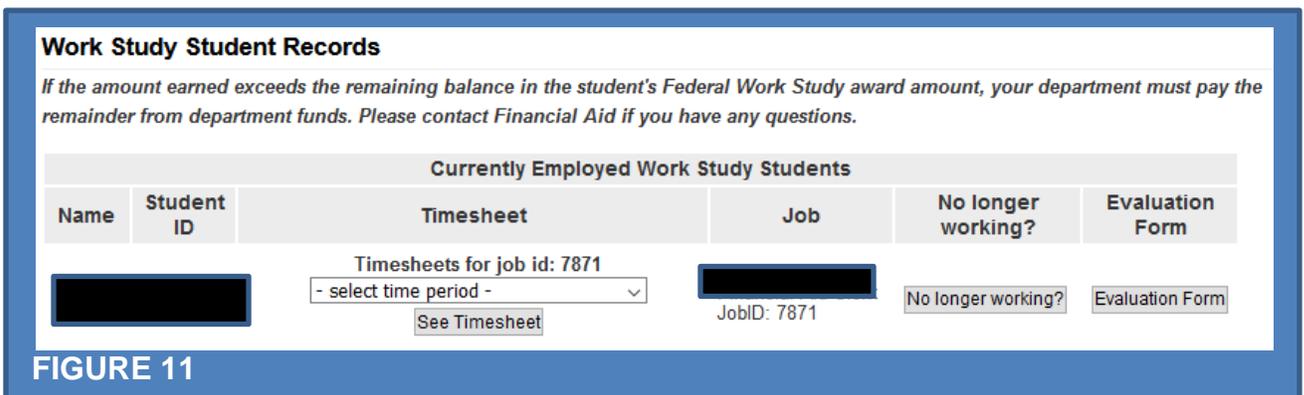
13.1 Student Responsibilities

- A. Students should provide a two-week notice whenever possible
- B. Students are responsible for updating their timesheet before leaving the last day of work and submitting that timesheet to the supervisor for approval.
- C. Students are responsible for returning any college property provided for their use during employment. This includes but is not limited to their employee badge and key(s).

13.2 Supervisor/Department Responsibilities

- A. Supervisors are responsible for collecting all college property assigned to the work-study student for use during employment. This includes but is not limited to employee badge and key(s).
- B. Supervisors are responsible for making sure student has updated their timesheet and recorded all hours worked. Student should have also submitted their timesheet for supervisor approval.
- C. Supervisors are responsible for approving the student's final timesheet per usual payroll cutoff date.
- D. In the event immediate termination is necessary, the supervisor shall contact the Human Resources Office to determine legally required exit protocols **prior to actual termination.**
- E. Once all timesheet entry is complete and the timesheet has been approved the supervisor can terminate the job in the Work-Study Online System.

To terminate the job, pull up the student's record, locate the appropriate job id, and select [No Longer Working?] as shown in figure 11 below.



After choosing [No Longer Working?] you will be taken to a screen where you will choose the reason for the job being terminated and then submit the request.

INJURY ON THE JOB

14.0

Overview

Linn-Benton Community College strives to maintain a safe working environment at all times. Every college employee will contribute to the safe environment by reporting hazards or unsafe practices to the College's Public Safety Office or Safety Committee either directly or through their supervisor. The College maintains in full force Workers' Compensation Insurance in compliance with state and federal laws. The management of risks that may result in accidents can only be accomplished with the full cooperation of all college employees.

In order to understand the process if an accident should occur, all Work-Study students must receive a Nurse Plus flyer and card.

The following are the sequential steps that will be followed should an employee of LBCC sustain a work-related injury.

14.1 **Injury Accident Requiring Medical Attention**

For non-emergencies, the injured worker will call the Nurse Plus service to triage the injury and determine the best course of action to be taken. When it is the judgment of a supervisor or other college staff at the scene of an injury/accident that an emergency exists, she/he will call 911 and order an ambulance. The Campus Public Safety Office or personnel designated for emergency response should be notified at this time so first aid can be administered until the ambulance arrives. In the case of an emergency, Nurse Plus should be contacted as soon as possible by the supervisor or designate. Information provided to Nurse Plus is used in OSHA reporting for the college.

14.2 **All Injuries:**

- A. The injured worker immediately contacts his/her direct supervisor to report the injury/accident. If the direct supervisor is not available to receive the report, the injured worker will report the injury/accident to the next available supervisory person in the organizational structure. Injuries/accidents, no matter how slight, need to be reported to the supervisor, Human Resources, Financial Aid Work-Study Program Coordinator, and LBCC's Public Safety.
- B. It is the responsibility of the injured worker and his/her supervisor to complete the Accident Report Form in detail. This form is located on LBCC's Public Safety website under "Public Safety Forms". One copy should be retained within their department, and the original sent to the Safety & Loss Prevention Department.
- C. If the injury is serious enough to require medical attention and/or time off from work, a workers' compensation (801 claim form) must be filed. The injured worker is responsible for contacting Human Resources within 24 hours of the injury to complete the form.
- D. Human Resources will submit the form to the college's workers' compensation insurance carrier and provide copies to:
 - The injured worker

- The injured worker's supervisor
 - Safety & Loss Prevention
- E. When there is time loss due to a job-related injury, Human Resources will work with the workers' compensation carrier, and the injured worker's supervisor and physician to establish a plan for the injured worker's return to work.
- The injured worker is responsible for keeping the college informed regarding the extent of the injury and any necessary time loss from work. The worker will provide his/her supervisor and Human Resources an updated release indicating the physician's findings after each visit or treatment. Human Resources will work with the supervisor on any changes to the modified work progress.
- F. Human Resources is responsible for the collection and disposition of information concerning injured worker(s) compensation claims.
- G. Should any follow-up investigation be necessary, Human Resources will coordinate the process.
- H. The College's Safety & Loss Prevention Manager will be advised of all injuries and accidents. If an injury appears to be the result of a deficiency of knowledge in safe practices, safety training will be provided. Such training will be coordinated with work unit managers.

14.3 Returning to Work

Within the requirements of the treating physician and the limitations of the law, injured employees will be returned to their regular job whenever possible. When necessary and possible, modifications will be applied to their regular job, or suitable alternative positions may be found within the college district. Temporary light-duty work may be provided to assist in the healing process, if necessary.

SITE VISITATIONS

15.0

15.1 **General Policy**

The Financial Aid Office reserves the right to periodically conduct on-site visitations of any Work-Study place of employment at any time. The purpose of the site visitations is to determine whether students are doing appropriate work and whether the Federal Work-Study policies and procedures are being followed in the appropriate manner.