

Berkeley City College  
FEDERAL WORK STUDY  
2018-2019 HANDBOOK



[www.berkeleycitycollege.edu/wp/financial\\_aid/federal-work-study-jobs](http://www.berkeleycitycollege.edu/wp/financial_aid/federal-work-study-jobs)

Financial Aid Office || (510) 981-2941

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## What is Federal Work Study?

A Federal Work Study (FWS) award is an offer to obtain a part-time job through the Work Study program at Berkeley City College (BCC). FWS is different from other types of financial aid, such as grants, because you do not receive FWS payment until you locate a job and begin working. A FWS award is not a guarantee of a job nor a guarantee that you will earn all of your award amount. To attain a FWS job, you must apply and interview for a position. FWS is a viable option for qualified students to find employment opportunities, but it is dependant upon the availability of jobs and funding.

FWS allows you to work at Berkeley City College or in an off campus nonprofit community position. One main advantage of FWS employment is that student's gain valuable skills that can be beneficial for their future career. You will learn time management skills, develop strong work habits, and job skills that will help you with your future career goals. FWS can also be an important resource to help you with the cost of your college education. There are several sources of financial aid that come in the form of grants, scholarships, employment opportunities, and loans.

FWS employees are a critical part of the BCC community. You will be a valued employee contributing to the success of the department you are working in. This handbook will provide valuable information to help guide you as you begin your FWS job.

## Who is Eligible for Federal Work Study?

To be considered for FWS, interested students must meet all of the following qualifications:

- ❖ Demonstrate financial need based on the information you provided on the Free Application for Federal Student Aid (FAFSA).
- ❖ Be enrolled in at least half time (6 units) and at least one class at Berkeley City College, your home college, each semester.
- ❖ Be working towards a degree, certificate, or transferring to a 4-year institution..
- ❖ Be making Satisfactory Academic Progress (SAP) towards a declared program.
- ❖ Not in default on any Direct Loan, or Federal Family Educational Loans (FFEL), includes Subsidized or Unsubsidized Stafford Loans. Not owe grants repayment.
- ❖ Be registered with Selective Service, if required.
- ❖ Be a US citizen or eligible non-citizen.
- ❖ Have a valid Social Security number.
- ❖ Be at least 18 years of age.

If any of the above criteria is not met at any point in your employment, you must notify the financial aid office immediately.

## Finding Federal Work Study Employment:

- ❖ Below is the list of all the departments and locations where Federal Work Study positions have been available. However, if you are interested in working in a department not listed below, please check with the FWS Coordinator for availability.
  - **On Campus Jobs:** Alternate Media Technology Office, Audio Visual Office, Business Office, Campus Life, Cal-Works, Chemistry/Biology Lab, Counseling, Curriculum Office, DSPS, EOPS, Financial Aid Office, Learning Resource Center/Tutoring, Library, Multimedia Department, PACE, Public Information/Marketing, Transfer Center, and the Undocumented Community Resource Center
  - **Off Campus Jobs:**
    - Berkeley Public Library, Berkeley
    - Cal Sailing Club, Berkeley
    - Multicultural Institute, Richmond
    - YMCA-PG&E Teen Center, Berkeley
- ❖ You are required to have a resume. Your resume will be an important tool for the rest of your career; and you will continue to add your experience as you grow in your position or gain experience from new positions.
- ❖ If you wish to be hired in a specific department, you should contact someone from that department to see if there are any openings available.
- ❖ Visit the BCC Financial Aid Office to express your interest in FWS program and to submit your resume.
- ❖ Once you have turned in your resume, the FWS coordinator will confirm if you are eligible for the FWS Program.
- ❖ Once you have been selected for FWS, you will be referred to your prospective department employer or staff member, and if hired, you will be directed to meet with the FWS coordinator again to receive your employment packet, which is to be completed and submitted as soon as possible to the FWS coordinator.
- ❖ Once the employment packet is processed, the FWS coordinator will inform you of the pay rate, payment schedule, start date, how to fill out timesheets and LAR, and other eligibility requirements.

## Work Study Payroll & Time Sheet Information:

Generally, timesheets and the Leave of Absence Form (LAR) are turned in together on the 3rd week of each month to the FWS Coordinator. An email reminding you to turn these in will be sent out each month. The LAR form will be attached in that email reminder, and timesheets can be picked up from the financial aid office or the business office.

You will report the amount of hours worked on your monthly timesheet. FWS timesheets must be signed by you and your supervisor. Please allow sufficient time to obtain all required signatures. It is important that you submit your timesheet and the LAR form to the FWS coordinator on time or your paycheck may be delayed until the next pay period.

### Paychecks

Students will receive paychecks on the 15th of each month unless the 15th falls on a weekend, then they will be paid on the Friday preceding the 15th. Your paychecks will be available in the Cashier's Office (Room 153). If you choose to receive your paycheck via direct deposit, you need to contact the cashier's office.

### Student Salary

FWS positions (on and off campus) begin at an hourly rate of \$13.75 per hour.

### Paid Sick Leave Ordinance

The Peralta District is required to provide paid sick leave to student workers. Per [City of Oakland Paid Sick Leave Ordinance](#): Employee shall accrue one (1) hour of paid sick leave for every 30 hours worked. These hours can't be used in until you have worked for 90 days. You will record your hours accrued and used on the LAR form.

## Tracking Your Federal Work Study Earnings:

You are responsible for monitoring your FWS earnings. You may be terminated from your position if your earnings exceed your award. If you think you will exceed your award, contact the Financial Aid Office and your supervisor to see if there is a possibility in increasing your FWS award to continue your employment.

If a student has earned the entire FWS award before the end of the school year, then your work study position ends. The hiring department may choose to rehire you as a college-funded employee if there are adequate funds in the department's budget.

Awards are subject to revision, increase, or decrease due to changes in a student's situation, and/or availability of funding. If the student is eligible for other grants, the FWS Coordinator may recommend that the student accept those grants over a FWS position.

Normally, the last day of FWS employment for the current school year is June 30. However, some students may work only until the last day of the Spring Term due to them not fulfilling the FWS eligibility requirements. Any work study funds remaining on an individual's award will be adjusted based on the last day of your employment.

## Rights & Responsibilities:

### Work Schedule

- ❖ You will arrange your schedule with your supervisor each semester. We encourage you to keep in mind your class schedule in determining when you are available to work. The following limits apply to your work hours. You may not work:
  - more than 20 hours per week during normal academic periods
  - more than 40 hours per week during academic breaks such as Spring and Winter break
  - more than 8 hours per day
  
- ❖ You are entitled to a paid 15 minute break after working 4 consecutive hours. You must take a meal break of not less than 30 minutes within a daily work period of 5 hours or more. However, if the work period is not more than 6 hours then the meal period may be waived by the mutual consent of you and your supervisor. Meal breaks are not paid time.
  
- ❖ It is important that you arrive at work on time; repeated tardiness may be reason for your employer to terminate you.
  
- ❖ You must notify your employer as soon as possible when you are unable to report to work. All time off should be negotiated with your employer in advance.

### Conduct

As a FWS employee you are a representative of BCC and therefore you are expected to be polite and courteous to your customers and coworkers. You are also expected to abide by the student conduct outlined in the [Unlawful Discrimination & Sexual Harassment](#) document that students received in their employment package. Your job may involve access to confidential information and it is critical that you adhere to the confidentiality standards of your department.

### Dress Code

You should dress appropriately for your position. Check with your supervisor to determine dress code standards, if any, for your job.

## Resignation

If for some reason you decide you must leave your position you should give your supervisor at least two weeks' notice, and you **must** notify the Financial Aid Office. You are an important part of your department and this will give your supervisor time to plan for covering your duties when you are no longer working.

Please remember that if you do resign from your position and do not begin working in another position within 15 days your FWS award will be cancelled.

## General Responsibilities:

- ❖ Students must conduct themselves as responsible workers and are prohibited from specific actions listed in the [Financial Aid Handbook](#), which can be found on BCC's website on the financial aid page.
- ❖ Students are not to conduct personal business on the job.
- ❖ Students must adhere to the confidentiality of the job and department.
- ❖ Students must refer individuals and/or situations that are beyond their job scope and responsibility to their supervisor.
- ❖ Students may not work at times when their classes are in session. If a student's class gets canceled and the student wants to work during that time period, the student must provide evidence that their class got canceled to their supervisor.
- ❖ Students must report hours accurately on their monthly time sheets.
- ❖ Students must report all earned hours and submit their timesheets immediately if students are no longer working.
- ❖ Students must submit all time sheets on time, or their paychecks may be held for an additional payroll period.

## Helpful Tips:

### First Job Do's & Don'ts

#### Punctuality

**DO** arrive to work on time. If you know you are going to be late, inform your supervisor know as soon as possible.  
**DO** submit projects by the assigned deadlines. Missing important deadlines may give a bad impression.

#### Appearance

**DO** make sure your appearance fits the work environment.  
**DON'T** wear excessive or strong perfumes or colognes.

#### Communication

**DO** use standard written and spoken language.  
**DON'T** use foul or profane language.

#### Telephone Etiquette

**DO** use a greeting and identify yourself.  
**DON'T** text or make personal calls when at the front desk.

#### Internet Etiquette

**DO** proofread and spell-check before you send an email. Have you included all attachments? Are you sending to the correct party?  
**DON'T** send e-mail messages that include anything you wouldn't want anyone else to read.  
**DON'T** abuse your access to the Internet.

## Nondiscrimination & Equal Opportunities Statement:

Berkeley City College and the Peralta Community College District are equal opportunity affirmative action institutions; committed to nondiscrimination and equal opportunities in admissions, financial aid, student facilities, student activities and employment, without regard to race, age, ancestry, sex, sexual orientation, marital status, color, national origin, creed, medical condition, disability, religious or political affiliation.

## Family Educational Rights & Privacy Act:

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) under the California Education Code requires educational institutions to provide students access to educational records that directly relate to an individual student and the opportunity for a hearing to challenge such records if they are inaccurate. In addition, the law specifies that a college must obtain the written consent from students before releasing personal, identifiable information from records to other than a specified list of persons or agencies.*

*These rights extend to present and former students.*

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