FEDERAL WORK STUDY - TERMS AND CONDITIONS

The Federal Work Study program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their educational costs. The program is also designed to help student gain valuable work experience and to serve the community in community service jobs. The federal government pays 75% of money earned and the employer contributes the remaining 25%. The only exception is the America Reads Program where the federal government pays 100% and no contribution is expected from the employer.

**Work Study Guidelines**

All work study students and their employers must read the following information about the Federal Work Study Program. Both the students and their employers are responsible for understanding and adhering to these guidelines:

- Students may not be paid from FWS funds beyond the student’s allocation.
- Students may not work during their own scheduled class hours.
- Students may work up to 20 hours per week during the academic year, except as noted on the pay schedule, and 40 hours per week during breaks and summer semester.
- Students must be paid at least minimum wage.
- Students may not work more than 6 consecutive hours without taking an unpaid half-hour break/lunch.
- FWS pay periods are monthly and timesheets should be submitted in agreement with that schedule.
- Students can submit late timesheets, late paycheck can be received as a result.
- Students will be paid only for hours worked. **Students will not be paid for sick leave, holidays, overtime, vacation days or Unemployment benefits**
- Federal Work Study awards are made for the nine-month academic year and for the summer. Separate awards and separate Employment Agreements are necessary for the nine months and summer.
- Federal Work Study normally begins September 1st for fall semester and ends May 31st. Summer begins June 1st and ends August 31st.
- Paychecks will be distributed by on campus employer and mailed to off-campus work study students.
- FWS earnings are fully taxable. The University issues a W-2 to the student at the end of the calendar year that reflects all University earnings for that year.
- The employment of work study students must not result in the displacement of employed workers or impair existing contracts for services
- Employment cannot be related to sectarian instruction, religious worship, partisan political activity, including lobbying and employed by the Department of Education
- Off-Campus services to be performed by Federal Work Study students must be in the public interest
- Students may work for an approved, off-campus agency or government agency. (See Off-Campus Employer Eligibility below)
Eligibility
- Demonstrate financial need on FAFSA
- Enrolled at least half-time
- Maintain satisfactory academic progress (2.0 GPA and enrolled at least 6 units)

Obtain Employment
Before seeking a position, a student must receive a financial aid award with a work-study award. If an employer hires a student without confirming the student’s eligibility for Federal Work Study, the employer will be responsible for all wages the student has earned.

Continuing work study students
- Go to BroncoDirect and review your Financial Aid award to make sure you have a Federal Work Study award
- Complete and sign section A and B of the Employment Agreement provided to employer by the Career Center, employer completes section C
- Submit your Employment Agreement to Human Resource Services, Building 121. Be sure and take the acceptable documents with you to Human Resource Services
- You may start working once you receive clearance from Human Resources
- Employment Agreement forms must be completed each Fall Semester - even if you do not change jobs
- If all paperwork has not been completed, the employer is solely responsible for paying the student

New work study students
- Go to BroncoDirect and review your Financial Aid award to make sure you have a Federal Work Study award
- Go to the Career Center website and login to Handshake to review job listings for Federal Work Study
- Select a few jobs you are interested in and want to apply
- Schedule an interview with the contact person listed on the job listing
- When hired, complete section A and B of the Employment Agreement provided to employer by the Career Center, employer completes section C
- Submit your Employment Agreement to Human Resource Services, Building 121. Be sure and take the acceptable documents with you to Human Resource Services
- You may start working once you receive clearance from Human Resources
- Employment Agreement forms must be completed each Fall Semester - even if you do not change jobs
- If all paperwork has not been completed, the employer is solely responsible for paying the student

Getting Paid
- On-Campus employers must submit a Student Assistant Time Report with hours worked for the month to the Office of Financial Aid and Scholarships each month using the pay period schedule located on our website
- Off-Campus employers (Including Foundation accounts) only submit the Work Study timesheet to the Office of Financial Aid and Scholarships
- Students are paid every month only when all appropriate payroll forms are completed and submitted to the Office of Financial Aid and Scholarships
- Late timesheets result in late paychecks
- Incomplete and incorrect timesheets will be returned to supervisor for corrections and might result in late paychecks

**Misc. Information**

- Workman's Compensation insurance covers students employed at Cal Poly Pomona, University. If you are injured on the job, you should inform your supervisor immediately
- Cal Poly Pomona, University will not bear responsibility for injuries occurring at off-campus employers. Students should inquirer about Workman's Compensation insurance coverage prior to accepting employment
- Changing positions is discouraged during a given enrollment period. However, the student may do so if necessary. Students should give the employer adequate notice when resigning
- An employer may terminate students failing to meet expectations
- Students experiencing difficulty with an employer should contact the Work-Study Administrator in the Office of Financial Aid & Scholarships
- If a student has earned the total work-study allocation for the academic year or summer the employer may place the student on their state payroll at their discretion
- Students holding more than one Work Study job should be cautious not to work hours that would cause them to exceed their Work-Study allocation. An employer authorizing students to work hours that would exceed their work-study award will be billed for the total excess earnings

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**Off Campus Employer Eligibility**

To be eligible to participate in the Federal Work Study Program (FWS) at the Cal Poly Pomona, University, an off-campus organization must comply with the following:

- The agency must be a non-profit organization and must submit their complete 501(c)3 to the Office of Financial Aid & Scholarships) verifying its tax-exempt status
- Off-Campus employers must be a public agency, a private nonprofit organization or a campus auxiliary organization
- Complete an Off-Campus Federal Work Study Contract with the Office of Financial Aid & Scholarships
- The Off-Campus Federal Work Study Contract must be reviewed and approved by the Office of Financial Aid and Scholarships
- If you already have an Off-Campus contract on file, you only need to submit an Exhibit A form and Signature Authorization for the appropriate academic year to the Office of Financial Aid and Scholarships at the beginning of Fall Semester before students begin working.
- Establish an account on Handshake, Cal Poly Pomona's online job bank:
- Once you have registered, create a Job Posting (Please note: a new job posting must be created at the beginning of each Fall Quarter)
- For questions or assistance regarding Handshake, please contact the Career Center at 909-869-2342
America Reads

The America Reads/America Counts tutoring program is a Federal Work Study financial aid option. Participants provide tutoring to children K-6th grade in reading and K-9th grade in math. Students will be placed in local school districts or tutorial agencies. The federal government pays 100% and no contribution is expected from the employer.

Program Goals

- Engage children in enjoyable experiences with literature, reading, writing and mathematics
- Receive one-on-one attention
- Increase use of strategies
- Improve comprehension
- Improve spelling of high frequency words and use of spelling patterns in unknown words

Summer Federal Work Study

Summer Federal Work Study is by supervisor request only. A Federal Work study Request form is submitted to the Office of Financial Aid & Scholarship by supervisor.

Summer Criteria

- Must have a financial aid application for the current academic year
- Must be a continuing Cal Poly Pomona Federal Work study student for the current academic year
- Must have financial need for summer
- Must meet Satisfactory Academic Progress
- Student does not need to be enrolled for summer to qualify for Federal Work Study. However, if enrolled, must be enrolled at least 6 units and plan to enroll fall quarter