

FEDERAL WORK STUDY HANDBOOK

Introduction

This Federal Work Study Handbook is designed to familiarize students and employers with the policies and procedures governing the Federal Work Study program. If you have any questions, please feel free to contact the Work Study Coordinator, Winnie Kwan at 212.592.2034 or send an email to wkwan@sva.edu.

Office Location and Hours

Location: Financial Aid Office
209 East 23rd Street, Main Floor
New York, NY 10010

Hours: 9:00 am to 6:00 pm (Monday-Thursday)
9:00 am to 5:00 pm (Friday)

Tel: 212.592.2030

Fax: 212.592.2029

E-mail: fa@sva.edu

Website: <http://www.sva.edu/fa>

Equal Employment Policy

SVA is an equal opportunity employer and will consider all applications for all positions equally without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability or status as a Vietnam-Era or special disabled veteran in accordance with federal law. In addition, School of Visual Arts complies with applicable state and local laws prohibiting discrimination in employment. Once hired, all College employees are provided with equal opportunities with respect to compensation, working conditions and privileges of employment.

What is Federal Work Study?

Federal Work Study (FWS) is a program that provides jobs for undergraduate and graduate students who demonstrate financial need. FWS allows for students to earn money to assist in educational and personal expenses. Earnings from FWS are paid directly to the student and are not deducted from the college's issued billing statement.

Who is eligible for Federal Work Study?

To be eligible for FWS, a student must first complete the Free Application for Federal Student Aid (FAFSA) and be deemed eligible by the School of Visual Arts' Office of Financial Aid. This process must be completed on an annual basis, as a student's eligibility

can change from year to year. Once a student is awarded FWS, they must attend a Federally Mandated Entrance Counseling Session administrated by the Office of Financial Aid to acquire additional information about the FWS program.

Type of Federal Work Study Employment Opportunities

- On-campus
- Off- campus (private or non-profit organization)
- New York City Public Service Corps – Community Service
- New York City Public Service Corps – America Reads

Description of New York City Public Service Corps and America Reads

The Public Service Corps, an internship program of the New York City Department of Citywide Administrative Services, provides undergraduate and graduate students with opportunities to serve their communities, build occupational skills, and learn about careers in the public sector. The Public Service Corps connects meaningful experience with academic learning, personal growth, and civil responsibility. Varieties of placements are provided to our students such as office administration, education, graphic arts, and computer technology.

America Reads, an initiative program that designed to help young children learn to read independently and well in the early grades. Students are placed in either day care centers, libraries, or after school programs.

When is the student notified of employment opportunities?

Once the student has completed and returned the Federal Work Study Fact Sheet form provided at the Entrance Counseling Session to the Office of Financial Aid, a list of job positions will then be sent to their SVA issued email account.

How is a student placed in a federal work study position?

The Office of Financial Aid will notify students upon completion of their Entrance Counseling of open positions and provide the supervisors contact information. It is the student's responsibility to contact the supervisor to arrange for an interview.

Once the student and supervisor agree upon hiring and filing the position, both will need to complete the appropriate paperwork before the student can begin working in the FWS position. Supervisors will notify the Office of Financial Aid as soon as the student accepts the position and completes the required paperwork.

What if a student would like a position with Public Service Corps or America Reads?

If a student is interested in working for Public Service Corps or America Reads, then they must complete a separate application in addition to the Federal Work Study Fact Sheet.

This application is provided to the student during the Entrance Counseling Session and must also be returned to the Office of Financial Aid.

The Office of Financial Aid will forward the student's application to Public Service Corps (who also administers the America Reads program). The student should receive a response from the Public Service Corps within two to four weeks regarding open positions. If a student does not receive any notice regarding their application, he or she should contact the Office of Financial Aid or the Public Service Corps directly at 212.386.6446 or send an email to pssc@dcas.nyc.gov for additional assistance.

Student Rights and Responsibilities

Rights:

- Information regarding their award amount, rate of pay, average number of hours per week, and general FWS procedures
- Instructions regarding procedures to be followed if the student cannot report for a scheduled work period
- A clearly defined work schedule, which accommodates their course schedule and academic requirements
- Adequate training to perform assigned tasks
- A safe, clean, and professional working environment
- Supervision and direction from faculty or staff
- Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar

Responsibilities:

- Student employees are not allowed to study nor do homework while they are working
- Become familiar with information provided regarding the terms of the FWS award and FWS program procedures. Know the amount of FWS award and do not exceed it
- Communicate with supervisors regarding schedule
- Notify supervisor immediately if you expect to be absent or late
- Understand the expectations from individual supervisor
- Arrive promptly at your job site for your scheduled work hours
- Sign in/out on a daily basis
- Maintain professionalism and accuracy in all transactions with the public or campus community
- Notify the Office of Financial Aid in the event of an inappropriate work environment, etc
- In the event of any problems which cannot be resolved by meeting with your supervisor, or if you need counseling, wish to transfer, or withdraw from the program, contact Federal Work Study Coordinator for assistance

How many hours a week can a federal work-study student work?

A student's primary responsibility is their academic achievement and FWS cannot be a priority.

- Students are not permitted to work more than a total of 20 hours per week
- Students are required to take an unpaid break or lunch of at least one-half hour after working 6 to 7.75 consecutive hours
- Student must report one full hour of lunch after working 8 consecutive hours or more
- A student cannot be paid for lunch, sick time, and other time off
- Student can no longer participate under the Federal Work Study program if they are not registered, meeting satisfactory academic progress, withdraw, or graduate from school
- Students may work during semester breaks with an approval of their supervisor, but they are not permitted to work more than 20 hours per week
- The last day of employment for the spring semester, coincides with the last day of classes. If a student wishes to continue in their FWS position for the summer session, provided that they are returning to the School of Visual Arts for the fall semester, then they must first gain authorization from the Office of Financial Aid. Please call or email the Work Study Coordinator for further information or clarification on this matter

What are the student pay rates?

The hourly pay rate for FWS students is as follows:

Freshman	\$9.00
Sophomores	\$9.00
Juniors	\$10.00
Seniors	\$10.00
Graduate Students	\$11.00

What is the deadline for submitting time sheets?

Students must submit their completed time sheets by noon on Tuesday, following the end date of each pay period. Late time sheets will not be processed for payment until the next cycle. Students are responsible for keeping a record of earnings in order not to exceed their work study awards. We suggest that they save their pay stubs to maintain a record to their total earnings.

Student should not falsify any information on a time sheet. Falsification of a time sheet may result in termination of the FWS program and student may be referred to the Office of Student Affairs for violation of the College's Student Code of Conduct.

Supervisors must complete authorization of each time sheet by 3pm on Wednesday, following the end date of each pay period. Late time sheets will not be processed for payment until the next cycle.

Check Distribution and Payroll Schedule

Paycheck will be available to be picked up at the job location on the scheduled payday. Students who participate with the Direct Deposit program, their paychecks will be deposited directly into the student's bank account. The Federal Work Study earnings are subject to income tax withholding according to federal, state, and local income tax laws. The withholdings will be based on the student's W-4 and IT-2104/IT-2104E tax forms, plus other applicable payroll forms.

However, student enrolled in classes and working for the college are exempt from the FICA tax and Medicare tax deductions. This exemption does not apply to students employed off-campus by a non-profit organization or government agency.

Reassignments and/or Withdrawal

If students have been working and for any reason decide to leave the job assignment before the grant expires, or want to request a reassignment, they must immediately notify their supervisor and the Federal Work Study Coordinator