

PORTERVILLE COLLEGE



For more information please visit:

Tiffany Haynes

Campus Work Study Coordinator

Office of Financial Aid (AC 103)

Phone (559) 791-2301



WORKSTUDY HANDBOOK

100 East College Ave.

Porterville, CA 93257

(559) 791-2301

Table of Contents

Message from Campus Work Study Coordinator.....1
 Welcome.....4
 Student Responsibility.....4
 Supervisor Responsibility.....6
 General Information.....7
 Work Programs Available.....7
 Introduction to Campus Work Study.....8
 Introduction to CalWORKs Work Study.....8
 Hiring Procedures.....9
 Job Positions.....10
 Earnings.....10
 Hours.....10
 Payroll Deductions/Garnishing Wages.....11
 Webtime Entry.....11
 Student Employee’s Work Evaluation11
 Release of Student Employment.....12
 Human Resource Information.....12
 Appearance and Conduct.....13
 Business Etiquette13
 Office Equipment.....14
 General Rules.....15

Notes:

Notes:

Message from Campus Work Study Coordinator

Congratulations on obtaining employment as a student worker at Porterville College. It is my sincere expectation that this opportunity will be a delightful learning experience that enhances your academic activities within the college.

Work study students are a valuable asset to the college and the departments in which they assist. Your responsibilities as a work study student should be taken seriously and you should make it a point to exceed the expectations set forth by your supervisor. Throughout this manual you will see the importance of your educational goals and your work study position should not overshadow your educational goals. Therefore your responsibilities of a work study student must be followed.

This manual is intended to help guide you through the process of being a successful work study student at Porterville College and ultimately in the outside workforce. Please take the time to read this manual and place in a location where you may refer to as needed.

Once again I would like to congratulate you on your work study position and please remember to ask your supervisor or myself if you have additional needs or questions that have not been addressed in the manual.

Best Wishes,

Jiffany Haynes

Campus Work Study Coordinator

Financial Aid Office

Welcome

The purpose of the work study student:

1. Assist the college staff in assigned duties which do not require the need for a permanent position to be filled by a staff member.
2. Provide students with supplemental income and accommodating schedule while working toward a degree or certificate.
3. Provide employment experience for students.

The Student Employment Program at Porterville College is located in the Office of Financial Aid (AC-103). Over 250 students work part time for the college each academic year.

Student Responsibilities

As a work study student, the student represents the department and the college to other students, faculty, staff, and visitors to the college. Accepting a position at Porterville College, a student assumes work responsibility for which he/she will be held accountable. The following list of work performance standards will assist you in being a valuable student assistant:

- Maintain adequate units for employment.
- Report to work at the agreed upon schedule.
- Refrain from conducting personal business while working.

General Rules

1. Keep social interaction to a minimum in your work environment. Personal discussions should not take place while others are waiting for assistance. There will be times where our friends will need assistance, assist them and keep the communication professional.
2. Do not eat lunch or snacks in the office unless approved by supervisor.
3. Do not use the office telephone for personal calls.
4. The practice of discretion must be used when interrupting professionals. Normally a closed door means do not disturb. Generally, consult with your supervisor before interrupting others.
5. All office information and conversations should be thought of as confidential. Confidentiality is taken to the highest standard, please refrain from discussions regarding students, staff, faculty, administrators, or college policies. Any of the above discussions are immediate grounds for dismissal.
6. Take your position seriously. Becoming a student worker is a privilege. You will be evaluated at the end of each semester from attendance to work performance.

- Introduce yourself and use others name's when speaking to them where appropriate.
- Ask open ended questions that begin with words like who, what, where, why, or how.
- Pay attention to the customer and focus on what is being discussed. Clarify the customers needs when needed and use assertive body language to show you are engaged while listening.
- Recognize the customers feelings and do not interrupt.
- Develop a softer voice while making telephone calls.
- Set cell phone to silent/off and do not use while working.
- Clean up after yourself.

Office Equipment

College equipment and supplies should never leave the workplace. Printing, copying, and faxing should be work related. Personal use of college equipment, playing games, or doing homework is not acceptable at work unless previously approved by your supervisor.

- Work with a positive attitude. Good social skills and a sincere desire to be cooperative and helpful are encouraged. Loud voices/laughter have no place in this environment.
- Notify your supervisor as soon as possible when you will be late or unable to work. Method of notification should be a mutual agreement between you and your supervisor. Excessive absences (as defined by the supervisor) may result in a loss of employment.
- Notify the supervisor if it becomes necessary to resign or the Work Study Coordinator.
- Keep an accurate record of hours worked.
- Submit completed webtime entry timesheet to the supervisor no later than the day after the last day of the month by 6:00 p.m.
- Work study students are subject to performance, discipline, and termination standards. Being a work study student does not afford special privileges or protection.
- Do not eat lunch or snacks in the office unless approved by supervisor.
- Do not use the office telephone for personal calls.
- Notify supervisor of any job related accidents.
- Respect the rights and property of other employees and staff and treat them with courtesy and consideration. Use of profanity, distasteful humor, slurs, and other potentially offensive or abusive language is unacceptable.

- Adhere to the confidentiality of the job and the department, in addition to the Student Worker Confidentiality Agreement; Family Educational Rights and Privacy Act (FERPA).
- Perform the assigned duties to the best of their ability and feel free to request guidance from the supervisor or Financial Aid Office.
- Maintain appropriate dress and hygiene. It is important to dress neatly and in good taste for your work location. Good personal habits are always appropriate. The student is representing the college as well as making a personal statement.

Supervisor Responsibilities

It is the supervisor's responsibility to:

- Monitor the units enrollment for the student.
- Provide the appropriate training and work space for each student.
- Notify Work Study Coordinator when a student ends employment, a position opens, or a new position is ready to be filled.
- Be certain that the time sheets are accurate before signing and submitting them at the end of the approval period. The supervisor's signature certifies that the students have actually worked all hours reported.
- * **Do not allow any student to work until the Student Employment Referral has been signed and received.**

Any student employment related sexual harassment allegations should be reported to the Student Employment Human Resources Officer, whether reported by the individual who is the subject of the harassment, or by a witness. The Student Employment Human Resources Officer will investigate each report according to procedure 11A4A. Note: Any employee, student or staff, may be subject to disciplinary action for violating any employment laws, civil rights or Kern Community College District policy.

Appearance and Conduct

Business casual attire, good personal habits and professional behavior make a good impression on students, visitors, and colleagues which is expected of all work study students. The chance to make a good first impression only occurs once.

Business Etiquette

The public expect us to meet their needs to allow them to leave our office satisfied. Greet all individuals with a smile, make eye contact, and listen to their needs. Make serving others your top priority.

- Dress for success. Do not wear clothing that is revealing, short, low-cut, tight, or see-through.
- Our behavior is a way others judge us and our behavior is a reflection of our personality.
- Recognize that respect for people and their needs is vital to satisfaction.
- Create sensitivity to other people and help them feel welcomed and valued.

A routine evaluation will be completed at the end of each semester and keep on file in the Office of Financial Aid.

Release of Student Employment

The decision to terminate a student's employment is up to the supervisor or the Office of Financial Aid. Students are hired as Student Workers with no job rights regarding employment from semester to semester. In addition, students will not be allowed to work beyond graduation, the completion of 100 attempted units, or June 30th, whichever occurs first.

Human Resources Information

Porterville College is an Equal Opportunity Employer and is committed to providing equal opportunities to all applicants, employees, and students regardless of ethnicity, race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, ancestry, political or organizational affiliation. Porterville College strongly condemns, opposes, and prohibits unlawful discrimination and any form of sexual harassment against students or staff.

Porterville College is committed to an environment in which all employees and student workers are treated with respect and dignity. Every employee has the right to work and learn in a professional atmosphere free of drugs, sexual harassment and unlawful discriminatory practices.

Issues or concerns regarding unlawful discriminatory practice and/or working conditions must be addressed with the Student Employment Human Resource Office, or College designee, Kern Community College District, 2100 Chester Ave., Bakersfield, CA 93301, (661) 336-5157.

General Information

Introduction to the College Work Study Program: The purpose of the Work Study Program is to assist students in meeting some of their educational needs by providing them with part-time employment. Students are encouraged to work in fields related to their major of study. Most positions require specific skills and/or supervisor recommendations. Jobs can be found in food services, campus library, major departments, computer commons, etc. The Office of Financial Aid is responsible for the employment process through which students are hired. Employment eligibility is determined by the Office of Financial Aid. There are two different kinds of work-study: Federal Work-Study and Campus Work Study. Check with the Office of Financial Aid, various departments, or CalWORKs for employment.

Work Programs Available

Introduction to the Federal Work Study Program:

The Federal Work-Study (FWS) program provides part-time jobs to eligible financial aid students. Students must complete the financial aid process, demonstrate financial need and meet certain eligibility requirements.

The program is need based. Students must file the Free Application for Federal Student Aid (FAFSA) each year and answer "Are you interested in being considered for work study?" with a "Yes" response to be considered for the program. If you have already filed your FAFSA for this year and did not demonstrate interest in FWS but are interested

contact the Office of Financial Aid. There is no guarantee that a student will receive the full work-study award or continue to receive work-study awards from one semester to the next. Students should complete the application process early to be considered. FWS funds are limited. Students will be offered work-study from the waitlist as other students decline their student employment offer or do not wish to continue with a job.

Students who are offered FWS are notified on their Financial Aid Award Notification via Campus Portal, telephone offer, and/or campus Gmail account. Students will receive an appointment with the Campus Workstudy Coordinator to complete an interview for employment and possible placement to work on campus.

Work-study funds are awarded based on an allocation from the Department of Education, there is no guarantee that a student will be able to earn the full amount of the offer. The overall allocation may be spent before all students have earned their full offer.

Introduction to the Campus Work Study Program:

The College Work Study program provides part-time jobs to eligible students. This program is non-Federal Work-Study and is not based on financial need. Students must be referred by a department on campus.

Introduction to CalWORKs Work Study Program: The CalWORKs Work Study program is a state funded program in which the government subsidizes 75% of a student's wages.

Payroll Deductions/Garnished Wages

Wages received by student employees are subject to federal and state income tax deductions. Sick time may be occurred. Overtime and vacation time are not available to student employees. A payroll may be garnished for legal obligations.

Webtime Entry

Webtime Entry is part of the pre-employment process. The how to worksheet is located on the Student Employment website. All students enter their time worked through the Webtime Entry Process. Time sheets span a monthly pay period. Hours recorded must be within the current pay period. Time sheets must be electronically submitted to approvers each pay period worked. Timesheets must be approved no later than one (1) day after the last working day of the month by 6:00 p.m. This deadline must be met each month. Failure to do so will result in a delay in payment and possible termination. If you are not able to access your timesheet or are having trouble with the process, immediately come to the Office of Financial Aid for assistance.

Student Employee's Work Evaluation

The work study program offers students an opportunity to obtain valuable experience and to establish a sound work history for future references. The Office of Financial Aid receives requests from employers regarding potential employee's past work history. Students may request a "Student Employment Evaluation" form to be completed by their supervisor and submitted to the Office of Financial Aid.

Job Positions

The work study program encourages employment in areas related to your major of study and interest. Student positions can be either on campus for all programs or off campus through CalWORKs. Most off-campus positions will be at private non-profit agencies and will be in the public interest. Students will interview for a position.

Earnings

Students will earn the current federal minimum wage. Earnings will be received monthly on the 15th day of the month. The standard payment is issued in the form of a check by mail. Students have the option of direct deposit and must go to the Office of Financial Aid to complete the form.

Hours

The amount of money that you can earn cannot exceed your total award. When assigning work hours, your supervisor will consider your total award and your class schedule. Average work schedules are estimated from 10 to 19 hours a week. Work study hours are flexible. You are a student first and school is first priority. Student employees must remain at or below 19 hours a week. Breaks—students who are scheduled to work four (4) consecutive hours may take a 15-minute paid break during those hours. Students working six (6) or more consecutive hours may, in addition to a break, take a one-half hour (non-paid) lunch break. Students may waive the lunch period with mutual consent of a supervisor if no more than six (6) consecutive hours will be completed in the work day.

Students are referred by the CalWORKs Department and must meet the program requirements for eligibility.

Hiring Procedures

To be eligible, students must be enrolled in a minimum of (6) semester units for the Spring/Fall semester and a minimum of (1) semester unit for the Summer semester. Once a department supervisor has made an employment offer and signed the referral form, the student employment process begins. Students workers will be referred to the Office of Financial Aid to begin the pre-employment process. Students will be screened for the student application, Webtime Entry Training, and Background Check, Pre-Employ. Once all three items have been completed the student will be moved forward in the hiring process with Financial Aid and the Human Resource Office. This process can take approximately two weeks to 6 months, depending on the pre-employment screening process. All students will be called by the Office of Financial Aid upon approval to work. Students will need to come to the Office of Financial Aid and pick-up their signed student employment referral prior to working hours with the worksite they have been assigned. Supervisors will also receive a signed copy of the student employment referral. This will insure students have been approved to begin working and have a online timecard to insert their hours worked on a daily basis. Students who have not received a signed copy of the student employment referral to allow work to begin will not be paid for any hours completed, these hours will be considered volunteer hours. Please make sure before you begin work, all necessary approvals/signatures are completed .