



### 2024-2025 Federal Work Study Statement of Supervisor Responsibilities

- FWS supervisors are responsible for interviewing each student to determine if they meet the requirements (skills, available work schedule, etc.) to be hired for the FWS position advertised. It may be necessary to provide training so that the FWS student can perform the job to your satisfaction.
- If you wish to hire a FWS student, you must submit a hire request on the FWS Student Employment website. **Students cannot begin working until you receive an email stating that they were approved to work for your department/agency. The hire approval start date is indicated on the FWS approval email notification for each student. Departments are responsible for paying students for hours worked before their hire date, after the student falls below six (6) credits for the semester, work beyond their award limits, or after the last day to work.**
- FWS students must maintain a minimum of at least six (6) credits of enrollment during the fall and spring semesters in order to participate in the FWS program. If the FWS supervisor has knowledge that the student has dropped below six (6) credits, it is the supervisor's responsibility to stop the student from working and to inform the FWS Office immediately.
- If the FWS student works during the fall semester and does not register for a minimum of at least six (6) credits for the spring semester, they must stop working on the last day of the fall semester (**December 21, 2024**).
- FWS supervisors must be aware of federal regulations which state that Federal Work-Study students are not permitted to work during their scheduled class times. You must request a copy of the student's class schedule and keep it for your records. Also, you must ensure that you establish a work schedule for students that does not conflict with their scheduled class times. It is the supervisor's responsibility to monitor students' time and inform students that they must submit a new class schedule whenever they make a change that may impact the already established work schedule.
- FWS supervisors are responsible for monitoring FWS students' earnings so that they do not exceed past their award amount indicated on the FWS STUDENT-EMPLOYER CONTRACT. It is the FWS supervisor's responsibility to terminate students' employment once they have earned the maximum earnings shown on the contract or the "LAST DAY TO WORK", whichever comes first. Your department/agency will be responsible for paying students working in excess of their award.
- FWS supervisors must ensure timesheets are reviewed and submitted to the FWS office by the deadlines indicated on the payroll schedule. If a student does not complete the timesheet by the payroll deadline, supervisors must take possession of the time sheet and complete it on their behalf by the supervisor deadline. If a time sheet is rejected by the FWS Office, it is the supervisor's responsibility to correct the time sheet.
- FWS awards do not rollover from one academic year to another. FWS fall/spring awards do not carry over into the summer.

- FWS students must be always supervised. FWS students are not allowed to have office keys, supervise other FWS students, electronically submit other FWS student timesheets or have the password to your computer accounts.
  - FWS students cannot replace regular employees or be sent on personal errands.
  - FWS students are only allowed to work up to 20 hours per week while classes are in session.
  - FWS students must take a minimum of a half hour unpaid break if they are working more than 6 consecutive hours.
  - You must keep a detailed daily record of your student's attendance and hours worked per day. Time sheets, daily records of attendance and hours worked must be retained for six years.
  - FWS students can only be paid for hours worked and should be performing work-related assignments during their period of employment. They should not be studying, doing homework, or socializing during their work hours.
  - FWS does not provide fringe benefits such as sick leave, vacation pay, holiday pay, workers' compensation, etc.
  - FWS students cannot work if their supervisor or designated alternate supervisor is not able to supervise the student.
  - If the placement proves to be unsatisfactory to either you or the student, try to resolve your differences prior to any formal termination. If discussion fails, please give notice in writing, and refer the individual case to the FWS Office. Usually, another position may be found that fits the student's interests or skills.
- I hereby acknowledge that I have received and understand the information above and agree to abide by:

1. The FWS guidelines and policies stated and
2. The following statement indicated in the hire approval contract.

**Supervisor:** I am certifying I have read and understand the rules and policies for the Federal Work Study ("FWS") Program, and I agree to adhere to these rules and policies. I agree to hire the student identified above for the hours specified, and I will allow the student to continue to work, provided the student performs his/her tasks satisfactorily, until he/she earns the full FWS award or until the date specified as the "Last Day of Work." I understand that if a student works more than his/her award allows, I will be responsible to pay the student from the funds of my department or agency. I will maintain and submit timesheets to the Federal Work Study Coordinator or his/her designee in Financial Aid or other designated office in accordance with the published deadlines. I understand that federal regulations stipulate that students must receive timely payment and that incorrectly completed timesheets will be returned to me and may delay payment to the student. Finally, I understand that a student is not allowed to work during class hours.

Supervisor's Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Alternate Supervisor's Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_