

Mercer County Community College

Federal Work Study Handbook

OUR MISSION IS TO PROVIDE STUDENTS WITH FLEXIBLE PART-TIME POSITIONS, TO ASSIST WITH EDUCATIONAL COSTS WHILE BEING A TRUSTED RESOURCE TO LOCATE WORK OPPORTUNITIES THAT INTEGRATE THEIR EDUCATIONAL & CAREER ASPIRATIONS, AND FINALLY IMPARTIALLY MANAGE THE TITLE IV WORK STUDY FUNDING ALLOTTED.



“OUR GOAL IS TO PROVIDE OPPORTUNITIES TO GAIN REAL WORLD JOB SKILLS AND CAREER CONNECTIONS ON & OFF CAMPUS DURING YOUR PURSUIT OF ACADEMIC EXCELLENCE AT MCCC.”



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Introduction

Welcome to the Mercer County Community College Federal Work-Study Program! The FWS Program is a federally funded, need based program that provides students with employment opportunities and earnings. To the maximum extent possible, our institution will provide work opportunities that will complement and reinforce each student's educational program or career goals. The student's work experience should be a positive learning experience. Students who participate in this program have the opportunity to work on or off campus. Participation in the FWS program can be beneficial to the students in the following ways:

1. Help pay for educational and other related expenses
2. Encourage community service and work related to a student's field of study
3. Gain valuable experience and build relationships in our communities
4. Improve time management, communication, and organizational skills
5. Reference or recommendations for future employment
6. Contribute to College operations, student life, and campus and local community

An added bonus is that FWS earnings from the previous year do not affect the following year's application for financial aid. Since FWS employment is considered part of a student's financial aid package, it is administered by the Financial Aid Office and is subject to Title IV federal regulations.

Purpose

The FWS Handbook is designed to provide an overview of the general expectations about the programs and to explain the policies and procedures that students and supervisors must adhere to while participating in the program. Failure to adhere to the guidelines may result in termination from the program. The Financial Aid Office is committed to providing the student and supervisor with quality services. Our office ensures that the program is in compliance with State, Federal, and College guidelines. Please utilize the material presented in this Handbook as needed during your work assignment and retain it as a reference.

Equal Employment Opportunity

Our focus is on educating student workers and ensure their time as a student worker impacts the College community positively; is inclusive of a diverse work environment; provides students with the tools for reinforcing policies that are consistent; for future career advancement, development, and recognition while maintaining the confidentiality of all personnel data.

Student Employment Administration

Please address any questions regarding FWS to the Financial Aid Office via the following contact information:

- Phone Number: (609)570-3210
- Email: finaid@mccc.edu

Federal Work Study Program

Eligibility

Students who wish to be considered for the academic year or Summer FWS Program must file their FAFSA (Free Application for Federal Student Aid) no later than April 15th (Tax Day) of each year and must indicate their interest in the program on the FAFSA application. Students will be considered for FWS on a first-come first-served basis.

The eligibility requirements are:

- File the FAFSA annually and demonstrate financial need to accommodate a full (\$1,500 per semester, or \$3,000 annually) work study award within your cost of attendance budget
- Enroll in a matriculated undergraduate degree program
- Enroll in at least half-time (6 credits) per semester
- Be a U.S. citizen or permanent resident
- Maintain satisfactory academic progress
- Cannot be in default on a student loan or owe a grant repayment
- Must have working papers initiated by High School, if under age 18

FWS is a financial award which allows the student with demonstrated financial need to earn a portion of their his/her/their educational expenses by working in a position in various offices and departments on campus. Once hired, students are paid bi-weekly. Earnings are not directly applied toward your charges or tuition and fees bill. Students can also earn their FWS award by working in approved off-campus positions. Through the FWS Program, students engage in work for the College through public and private non-profit organizations.

Hiring Documentation Needed

1. Direct Deposit Authorization Form
2. I-9 Form (Employment Eligibility Verification)
 - a. A list of acceptable identity documentation will be provided
3. Federal and State W4 Forms (IRS and State Withholdings Form)

How to Apply

Students apply for the FWS Program by completing the FAFSA each year. Question 31 on the FAFSA asks, “Are you interested in being considered for work study?” The student needs to check off yes. If a student does not receive a Federal Work-Study Award in their initial award package, they should email finaid@mccc.edu with their student ID number to determine eligibility. As positions become available, students on the waitlist will be selected to participate in the program. Students who are awarded FWS are NOT guaranteed a job as they must interview and hired by the assigned department.

Dress Code

Confirm with your supervisor before starting your work assignment what is expected in terms of dress at their department based on your role. MCCC’s commitment to excellence requires a standard of personal appearance from all student employees that recognizes their role as College ambassadors to their peers, faculty, and administration. In selecting the manner of dress and personal appearance for work, student employees must be aware that they are modeling professional behavior and must adhere to good professional norms. Further, appropriate personal hygiene is expected at all times. If an employee reports to work with less than satisfactory degree of personal cleanliness, the supervisor may relieve the employee of duty with the requirement that the employee correct the problem before returning to work.

Work Schedule

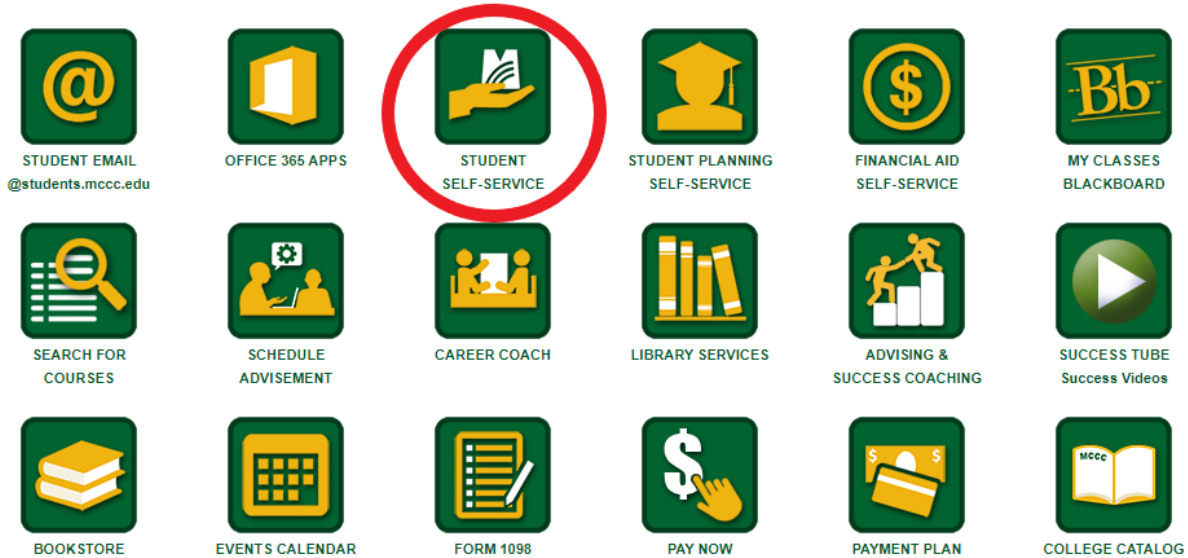
Work Study students may work a maximum of 20 hours per week during the academic year and must be enrolled at least half-time (6 credits) during that time. If there are funds available for the summer term, students may work during the summer sessions. Please note that these are the maximum hours permitted, not the number of hours the student must work as part of the work-study program.

Timesheet Submission Instructions

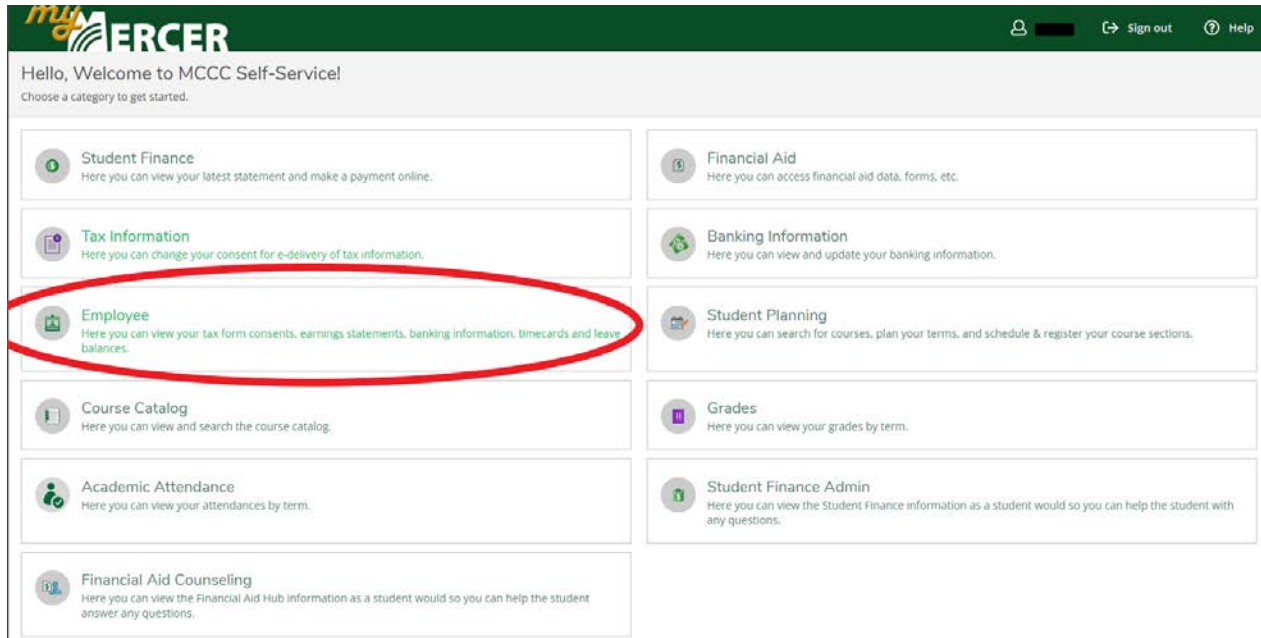
All time sheets must be submitted at the end of the last shift of the week so that supervisors can approve the hours work by student workers. Below are how to submit time sheets electronically and manually in the event of any outages on the MyMercer Portal.

1. Log in to your MyMercer Portal, and click on the tab titled “Student Self-Service.”

STUDENT PORTAL



2. Once the page is open, click on the tab titled “Employee.” All FWS participants will have access to this tab once hired.



3. To access electronic timesheets, click on the “Time Entry” tab. For the work-study students, there will only be two timesheets available; one for the current pay period and one for the upcoming week.

Welcome to Colleague Employee Self-Service!

Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
Time Entry Here you can fill out your timecards.	Time Approval Here you can approve or reject timecards for the people you supervise.
Earnings Statements Here you can view your earnings statement history.	Leave Here you can view your leave balances and leave requests.
Time History Here you can view your paid timecards.	Position History Here you can view a list of your positions.
Stipend History Here you can view a list of your stipends.	Total Compensation Statement Here you can view your Total Compensation Statement.
Current Benefits Here you can view all your current benefits.	

Time Entry

03/20/2022 - 03/26/2022 Due by: 4/3/2022 12:01 AM Total: 0.00 Hours	
03/27/2022 - 04/02/2022 Due by: 4/3/2022 12:01 AM Total: 0.00 Hours	

- The timesheet will open to where work-study students can enter times work. If a student works 5.5 hours or more, according to laws under the Department of Labor, student workers **MUST** take a half hour break. Students can enter their hours daily without submitting the time sheet; a completed time sheet must be submitted for approval at the end of the work week.

Week 03/13/2022 - 03/19/2022
26.50 Total hours

Position Code: 26.50 Position Title: _____
Supervisor: _____ Department: _____ Campus: _____

Earn Type	Sun 3/13	Mon 3/14	Tue 3/15	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Total
Work Schedule		6.00	6.00	6.00	6.00	5.50		29.50
Regular	00:00 AM 00:00 AM	9:00 AM 12:00 PM 1:00 PM 5:00 PM	00:00 AM 00:00 AM	9:00 AM 12:30 PM 1:30 PM 5:00 PM	9:00 AM 12:00 PM 1:00 PM 5:00 PM	9:00 AM 12:00 PM 1:00 PM 3:30 PM	00:00 AM 00:00 AM	26.50
<div style="text-align: center;"> - + - + - + - + </div>								
<div style="text-align: center;"> + Additional Time </div>								
Position Total Hours:	0.00	7.00	0.00	7.00	7.00	5.50	0.00	26.50
<div style="text-align: center;"> Comments Submit for Approval </div>								

* Work-Study Supervisors also have view access to and can also edit to fix student timesheets.

Work-Study Supervisors can also provide paper timesheets if electronic timesheets cannot be submitted due to system outages, student worker limited access, etc. Paper time sheets should be based off the following example:



FWS Student Name: <u>Daria Morgendorffer</u>	ID #: <u>0123456</u>
Pay Period From: <u>10/17/2021</u>	Pay Period To: <u>10/23/2021</u>

Day	Date	Start	Sign.	Leave	Sign.	Return	Sign.	Leave	Sign.	Return	Sign.	Leave	Hours Worked	Supervisor Sign.
Monday	10/18/21	9:30	<i>AW</i>	1:00	<i>AW</i>	1:30	<i>AW</i>	5:00					7	<i>AW</i>
Tuesday	10/19/21	9:00	<i>AW</i>	10:00	<i>AW</i>	12:00	<i>AW</i>	2:30	<i>AW</i>	3:00	<i>AW</i>	5:00	5.5	<i>AW</i>
Wednesday	10/20/21	12:00	<i>AW</i>	4:00									4	<i>AW</i>
Thursday	10/21/21	12:00	<i>AW</i>	2:30	<i>AW</i>	3:00	<i>AW</i>	6:00					5.5	<i>AW</i>
Friday	10/22/21	9:00	<i>AW</i>	2:00									5	<i>AW</i>

Pay Period From: <u>10/24/2021</u>	Pay Period To: <u>10/30/2021</u>
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Day	Date	Start	Sign.	Leave	Sign.	Return	Sign.	Leave	Sign.	Return	Sign.	Leave	Hours Worked	Supervisor Sign.
Monday	10/25/21	9:30	<i>AW</i>	1:00	<i>AW</i>	1:30	<i>AW</i>	5:00					7	<i>AW</i>
Tuesday	10/26/21													
Wednesday	10/27/21	12:00	<i>AW</i>	4:00									4	<i>AW</i>
Thursday	10/28/21	12:00	<i>AW</i>	2:30	<i>AW</i>	3:00	<i>AW</i>	6:00					5.5	<i>AW</i>
Friday	10/29/21	9:00	<i>AW</i>	2:00									5	<i>AW</i>

Schedule Changes

If you are unable to work any assigned hours, contact your supervisor immediately. If the situation is temporary, your supervisor may be able to adjust your hours according to the needs of the department. If the situation is permanent, contact your supervisor to confirm your new schedule works for your respective department.

Rehire Process

The majority of students are generally hired for the Fall semester. Students may return to their positions in the Spring semester as long as they are making Satisfactory Academic Progress (SAP), enrolled in a minimum of six credits, and the supervisor wants them back. If a student is unable to return to their prior job, they should inform their supervisor immediately and they will notify the Financial Aid Office of the pending termination. Supervisors who are looking to rehire for summer work-study should reach out to the FWS Coordinator for a summer contract.

Performance Appraisals

Although this is optional, employers are strongly encouraged to give feedback to students on their performance at the end of every semester. The FWS program recommends that the employer keep a copy of the appraisal and send a copy to the Financial Aid Office in the event that the department is looking to rehire a student worker.

Work-Study Contract Balance

It is the responsibility of students and their supervisors to keep track of the number of hours worked and the amount of money earned. Students who work beyond the awarded amount may not be paid for those hours, or the department may be billed for the hours. Your remaining percentage of work-study funding can be tracked by viewing your Financial Aid Award Letter via the Student Self-Service page on the MyMercer Portal.

Work-Study Award Period

Award periods are listed on the FWS Student Contract. Students are not allowed to work beyond the award end date (end of semester). Students will not be paid for hours worked beyond the

award end date. The only exception would be if the student is approved for Summer work-study if there is available funding.

Cancellation

The Financial Aid Office may cancel a student FWS award if he/she/they:

1. Fails to maintain SAP
2. Fails to report to the Work-Study Coordinator within two weeks after being awarded
3. Fails to report to the work site within seven days of the starting date
4. Has received another award or scholarship which could cause an over-award
5. Fails to submit a timesheet for two consecutive pay periods.

Poor Performance Warning & Termination

The Work-Study Supervisor may terminate the employment of a Work-Study employee whose job performance, conduct and/or dependability is unacceptable according to departmental and Federal Work-Study standards. The supervisor is responsible for justifying the termination in writing and sending it to the Financial Aid Office. A student must appeal the warning or termination by requesting a meeting with the FWS Coordinator. The FWS Coordinator will inform the student if they have the right to be placed in another position.

Grievances and Monitoring the Program

The following procedures should be followed when the students and/or supervisors in the FWS Program believe they have been treated unfairly. Submit a written statement to the Director of Financial Aid and the Work-Study Coordinator describing the nature of grievances and reasons why the action was unfair. In all cases, the final disposition will be made by the Director of Financial Aid.

The FWS Program is monitored on a regular basis to assure that both students and supervisors follow all rules and regulations. Timesheets are inspected for conflicts within hours and class schedules. Supervisors are responsible for approving timesheets and certifying actual hours worked by students.

Inclement Weather

If the college closes due to inclement weather, students will not be paid even if the student is scheduled to work. Please watch the local weather channel, sign up for M-Alerts, or visit www.mccc.edu for weather updates.

Student Responsibilities

1. Arrange a work schedule with supervisor.
2. Maintain your established work schedule. If unable to work designated hours, notify the supervisor and mutually arrange a new schedule.
3. Be punctual. If delayed, contact supervisor and make up time missed if possible.
4. Complete time sheets electronically on time.
5. Notify the supervisor in advance of any absences.
6. Do not work during class time. Students who submit timesheets that conflict with class schedules will not be paid for that time. Students who continue to violate this rule may be terminated from the program.
7. Be sure to take mandatory breaks. Once you have worked 5.5 consecutive hours, you are required to take a 30-minute unpaid break.
8. Observe the dress code expected for your work site.
9. Perform all tasks to the best of your ability. If you have any questions, consult with your supervisor. Adhere to rules and regulations established for student employees at your work site.

Additional Guidelines

1. FWS students may not work more than 20 hours/week during the Fall, Spring, or Summer.
2. Do not exceed the total allocated dollar amount or hours allotted. Students may not work past the last day of the semester. If a student wishes to maintain work-study for the summer, they must be enrolled for at least 6 credits and have applied for Federal Student Aid to determine eligibility. Due to funding, Summer FWS may not be available.
3. Payroll is bi-weekly and is directly deposited into an account. Printed checks are no longer being distributed as paychecks by the Payroll Office.

Supervisor Responsibilities

1. Develop a desired work schedule with the student(s).
2. Provide a job description to the student.
3. Define students' duties and explain the job as thoroughly as possible.
4. Introduce students to other employees.
5. Explain rules and regulations relevant to the work site.
6. Give day-to-day supervision. Follow up on students' work assignments.

7. Inform students of the dress code expected for the work site.
8. Notify students in advance of your absence and give instructions for that period of time.
9. Submit written jurisdiction for termination of FWS student(s) to the Financial Aid Office.

Additional Guidelines

1. Each department must be approved to participate in the program. The department must complete a FWS Department Request Form, submit an approved job description.
2. There are no comp/snow/vacation days or overtime for students. It is “hours worked equal hours” paid.
3. Students may not supervise other students.
4. Students must work during department/office hours. Work cannot be done from home.
5. Supervisors must monitor in conjunction with the student that they do not go over their work-study allocation.
6. A student cannot begin to work until the Work-Study Contract is completed and submitted for processing to the Financial Aid Office.
7. In the event that the primary supervisor is not available, there must be a back-up person who will fill in during the absence of the supervisor. This should be someone who can verify the hours a student has worked.
8. Students cannot work more than their maximum hours per week. This policy is strictly enforced.

Title IX

Mercer County Community College strives to offer an inclusively welcoming and nurturing college, focused on student engagement and success. In that effort and in compliance with Title IX requirements, the College does not discriminate on the basis of race, color, national origin, disability, age, and sex in its educational programs and activities. Members of the college community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The college believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. The college's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The college uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the college never assumes a responding party is in violation of college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

The college's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The coordinator reports to the President of the College and is housed in the Administrative Building office # AD 251. Questions and complaints regarding Title IX may be directed to the Title IX Coordinator or the Office of Civil Rights at the following locations and or contact information.

- Elizabeth Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN, Interim Title IX Coordinator
- 1200 Old Trenton Rd. – MS 125
- West Windsor, NJ 08550
- PO Box 17202, Trenton NJ 08690
- (609) 570-3526
- mizereke@mccc.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

- Office for Civil Rights
- U.S. Department of Education
- 32 Old Slip, 26th Floor New York, NY 10005-2500
- (646) 428-3800
- Facsimile: (646) 428-3843
- OCR.NewYork@ed.gov
- Web: <http://www2.ed.gov/about/offices/list/ocr/index.html>

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to:

- Barbara Basel, VP for Human Resources
- 1200 Old Trenton Rd. – AD 101
- West Windsor, NJ 08550
- PO Box 17202, Trenton NJ 08690
- (609) 570-3272
- baselb@mccc.edu

Student Employee Code of Responsibility

MERCER COUNTY COMMUNITY COLLEGE FEDERAL WORK-STUDY PROGRAM CODE OF RESPONSIBILITY FOR CONFIDENTIALITY OF DATA, PROFESSIONAL USE OF OFFICE EQUIPMENT, AND PROFESSIONAL BEHAVIOR

Security and confidentiality of student records and professional use of the office equipment are matters of concern for all regular and student employees who have access to paper files or computerized databases, and office equipment.

Each student employee holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of School Information. All student employees with authorized access to the system and/or office equipment are expected:

1. Not to make or permit unauthorized use of any confidential information
2. Not to seek personal benefit or permit others to benefit personally from any information which had come to them through their employment
3. Not to exhibit or divulge the contents of any record or report to any person according to the Family Educational Rights and Privacy Act (see Student Handbook for further information)
4. Not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry
5. Not to operate or request others to operate any school business equipment (e.g., computers, fax, copying machines, telephones, internet) for personal business
6. Not to aid, abet, or act in conspiracy with any other person to violate part of this code
7. To report immediately any violation of this code to his/her supervisor

Professionalism in behavior, dress, and speech is also expected of all student employees. Courtesy to staff, students and all members of the University community is a requisite part of this professional behavior.

By signing this document, I have read and understood the above Code of Responsibility and agree to comply with its stipulations. I understand that violations of this code could lead to disciplinary action, which may include dismissal from the position and/or from the Mercer County Community College. I also understand that the confidentiality stipulated here extends past the period of employment. I will also conduct myself in a professional manner at all times.

Student Resources

Financial Aid

- (609)570-3210
- finaid@mccc.edu
- OneStop
- https://www.mccc.edu/admissions_financial.shtml
- https://www.mccc.edu/student_services_counseling_careerstudy.shtml

Counseling Center

- (609)570-3354
- counseling@mccc.edu
- West Windsor SC229
- James Kerney Campus KC208
 - Mercer County Crisis Intervention/Suicide Hotline 609-896-2120
 - Capital Health Regional Medical Center Emergency Mental Health Services 609-396-4357
 - New Jersey Hopeline: 1-855-654-6735
 - 2nd Floor Youth Helpline: 1-888-222-2228
- https://www.mccc.edu/student_services_counseling.shtml

Title IX

- Elizabeth Mizerek
- (609)570-3526
- mizereke@mccc.edu
- West Windsor MS125