2010-2011
Federal Work-Study Handbook for
Supervisor and Student

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PART ONE: FEDERAL WORK-STUDY PROGRAM

This handbook provides an understanding of the Federal Work-Study Program (FWSP) including the structure and program guidelines.

The primary mission of the FWSP is to:
- Help eligible students who need employment income and who can benefit from the work experience.
- Assist the student in developing good work habits in preparation for entering the workforce.
- Provide valuable employment opportunities that reflect the educational or vocational goals of the student.
- Meeting the institutional or departmental needs is a secondary mission of the FWSP.

NOTE: FWS students may be employed by the institution, a Federal, State or local agency, a private not-for-profit organization or a private for-profit organization but the employment must not: (1) impair existing service contracts; (2) displace employees; (3) fill jobs that are vacant because the employer’s regular employees are on strike; or (4) involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction. The institution must enter into written agreement with any agency or organization providing employment under the FWS program (34 CFR sections 675.20 through 675.23).

What is the FWSP?
- Provides jobs for eligible students at NPC who need financial assistance.
- An opportunity for students to earn money to help pay for their educational expenses.
- A job, and not a grant, which requires work be performed.
- There is no requirement to give study time while the student is working.

Who is eligible for the FWSP?
- The student must complete and submit the Free Application for Federal Student Aid (FAFSA).
- FAFSA application is available at www.fafsa.ed.gov.
- NPC’s Federal School Code is 011862.
- The student must submit all required documents requested by the Financial Aid Office before financial aid assistance (including FWS eligibility) can be determined.
- A student enrolled part-time (5.9 or less credit hours) is not eligible for the FWS Program. Once a student drops below 6.0 or less credit hours during the semester, the student is no longer eligible.

Where are FWS positions posted?
- FWS positions are posted at the NPC website, select Student Services, NPC Work Study Program.

Questions regarding the FWSP?
- Direct all questions regarding the FWSP to Jennifer DoBell, Financial Aid Specialist, at Ext. 7421.

NOTE: Acceptance of a FWS position brings responsibilities, including the requirement to work as well as the need to maintain confidentiality (form page 15) in the work-place. Students are required to adhere to the NPC Student Conduct Code as outlined in the Student Handbook and the College Catalog. In addition, FWS students are required to adhere to the same employment work ethics as NPC employees, such as reporting for work when scheduled, calling in when sick, etc.
PART TWO: FWS SUPERVISOR

FWS Supervisor’s Duties:
- Assist in developing the skills of the FWS student.
- FWS student usually has minimal or average skill levels; consequently, supervision and development are an inherent part of the FWS Program.
- Required to clearly define the expectations of the FWS student and the requirements of the FWS position(s).
- Encouraged to complete some type of performance evaluation with the FWS student on a regular basis. This includes working with the FWS student on job performance, ethics, etc. You are encouraged to let them know that their continued employment depends upon their work performance.

Advertising the FWS Position:
- You are welcome to make up a flyer advertising available FWS position(s) for your area and post it where it will be available for students to view.
- A potential list of eligible FWS students may be printed by the NPC Campus/Center Offices.

Recommended FWS Hiring Procedure:
- Potential FWS student will contact the FWS supervisor directly to make arrangements for an interview.
- FWS supervisor should interview several candidates using uniform hiring procedures and guidelines (e.g. FWS Interview Questions). This will aid you in selecting qualified candidates and ensure a sound selection process. You should hire the best candidate.

FWS Application and FWS Interview Questions:
- Recommended FWS Application (form page 12) and FWS Interview Questions (form page 13) are available in this FWS Handbook.
- **NOTE:** FWS supervisor must keep FWS Application and FWS Interview Questions up to three years from the last date FWS student worked.
- If the FWS Application and FWS Interview Questions do not meet your needs, you may make the appropriate changes.
- Any concerns regarding appropriate or inappropriate interview questions should be referred to NPC Human Resources at Ext. 7470.

**NOTE:** Requirement before signing FWS Authorization Form:
- FWS supervisor must attend the FWS training.
- FWS supervisor and FWS student must review FWS Handbook.
- FWS student must **NOT** begin work EARLIER than the date the FWS Authorization Form is signed by FWS supervisor and FWS student and copies are returned per distribution list.

NPC vehicle usage:
- FWS students may operate NPC vehicles if authorized by their FWS supervisor. A completed Vehicle Usage Form must be on file at the NPC Campus/Center Office.
PART THREE: REQUESTING A FWS POSITION

Complete and submit the FWS Job Description Form:
A FWS Job Description should reflect a potential FWS student’s educational or vocational goals that provide preparation to enter the workforce.

- Return the FWS Job Description Form (form page 11) by email to: Beaulah Bob-Pennypacker, NPC Financial Aid Office, financialaid@npc.edu
- Approved FWS Job Description will be posted to the NPC website. This is your confirmation that your position has been accepted.
- Submitting a request for a FWS position does not guarantee the FWS supervisor a position(s) as requests are accepted on first-come, first-served basis according to NPC Campus/Center allocation and available funding for the academic year.
- FWS supervisor will need to check the NPC website on a regular basis to see if their position has been posted and removed once it is filled.
- If you do not plan to hire a FWS student, you must release the position for the next available FWS supervisor on the waiting list.

Allocations of FWS positions (subject to change per FWS violations):
- NPC Libraries – two positions.
- NPC Admissions – one position.
- NPC Business Office – three positions.
- NPC Registrar’s Office – three positions.
- NPC Early Childhood – one position.
- NPC Kayenta Center – Off Campus Program (Reading and Math), contact the NPC FAO.
- NPC Full-time Staff – one position.
- NPC Campus Office – one position.
- NPC Center Offices/Libraries – two positions.
- NPC Part-time Temporary Help Position – No FWS positions allocated.

NOTE:
- FWS supervisor may not supervise more than three (3) FWS students.
- If the initial request was (1) FWS position, any additional FWS positions will be placed at the bottom of the “waiting list” following other FWS supervisor with first requests.
- This procedure enables all FWS supervisor to have their initial requests filled to meet the request of each department/division.
PART FOUR: INTENT TO HIRE A FWS STUDENT

- Complete and submit the FWS Intent to Hire Form (form page 14) via email to the NPC Financial Aid Office at financialaid.npc.edu.
- Once the FWS Intent to Hire Form is received, the Financial Aid Office will send the student a revised Award Letter showing that they have been awarded FWS.
- A “FWS Authorization Form” will be sent to the FWS supervisor. This is your notification that the student has been awarded and notified.
- The “FWS Authorization Form” must be completed by the FWS student and FWS supervisor. Return copies to appropriate departments per distribution list BEFORE work can begin.

Distribution List:
1) NPC Financial Aid Office - PDC
2) NPC Human Resources - PDC
3) FWS Supervisor
4) FWS Student

- Any changes in a class schedule (example, dropping, canceling or adding), requires the FWS student to notify their FWS supervisor and contact:

  Jennifer DoBell, Ext. 7421
  Financial Aid Specialist
  financialaid@npc.edu

- A FWS student enrolled part-time (5.9 or less credit hours) is NOT eligible for the FWSP this includes when the student drops to part-time enrollment during the semester.
- FWS student receiving additional grants, tribal scholarships and private funding will be notified of any change to their FWS award to prevent an over-award. If this should occur, the FWS supervisor will be notified with a revised FWS Authorization Form.
PART FIVE: EMPLOYMENT PACKET – ATTACHMENT

The Employment Packet includes the following documents:

1. I-9 Employment Eligibility Verification.
2. Personal Data Segment.
4. A-4 State Withholding.
5. Statement of Registration Status.
6. AZ State Retirement Status Form.
7. Direct Deposit.

**NOTE:** Without these documents the FWS student paycheck will be delayed and/or will not be paid.

8. Withholding Exemption Certificate Native Americans (WECI) form. For use by tribal enrolled Native American employees who live and are employed within an Indian reservation established for that tribe and thereby claim that no Arizona state income tax liabilities exist based on the decision by the Supreme Court of the United States in McClanahan vs. Arizona State Tax Commission, 411 U.S. 164, 93 S. Ct. 1257 (1973).

Also included in the Employment Packet:
- ✔ Drug Free Workplace
- ✔ Payroll Deduction Codes

**NOTE:**
- FWS supervisor must keep all FWS student documents up to three years from the last date FWS student worked. This includes applications, interview questions, time sheets, etc.
- NPC Financial Aid Staff will be auditing your FWS student record(s) during the academic year to ensure that the program is in compliance with Federal requirements. Selecting a FWS supervisor will be done randomly. Please have all documents available for review.
PART SIX: FWS TIMESHEETS

FWS Timesheet requirements:
- FWS supervisor are to obtain the FWS Timesheets from the NPC Campus/Center Office.
- FWS supervisor and FWS student must review each timesheet before signing.
- FWS supervisor’s signature indicates that the FWS student has worked the hours listed on the FWS Timesheet and has performed the work in a satisfactory manner.
- Only FWS supervisor listed on the “FWS Authorization Form” are allowed to sign the FWS student’s Timesheet.
- FWS supervisor who must be absent from work for a period of time must contact Beaulah Bob-Pennypacker, Ext. 7326 or Jennifer DoBell, Ext. 7421 for prior arrangements to ensure the FWS student is paid without delays. Only authorized individuals may sign a FWS Timesheet.

When are FWS Timesheets due?
- FWS supervisor must submit FWS Timesheets to the NPC Payroll Office on the 1st and 15th of each month. Payment is made on the 15th and the last day of each month by the NPC Payroll Office.
- A good rule of thumb is that a FWS Time sheet is due at the time the FWS student is paid.
- The initial FWS Timesheet has a two-week delay in payment.
- FWS Timesheets that are not in compliance with the guidelines listed in this FWS Handbook will be returned to the FWS supervisor and will result in a delayed paycheck.

NOTE: FWS students are to be paid within 30 days of the work being completed, which requires that FWS supervisor to submit FWS Timesheets to the NPC Payroll Office in a timely manner to meet the requirements of the Fair Labor Standards Act.

How many hours may a FWS student work?
- FWS student may work up to 19 hours per week (per week is defined as Monday thru Friday regardless of pay periods) and depending on their FWS award and their class schedule.
- FWS students who also work as temporary help, lab aids, etc. during the semester may NOT work more than a total of 19 hours per week (all positions combined). For more information or questions regarding this, contact NPC Human Resources, Ext. 7470.
- FWS supervisor must assist FWS students in developing a work schedule around required class times.
- FWS students may NOT work during regular scheduled class times or periods, (e.g. early completion of a class or cancellation of a class for a given day).
- FWS students may NOT work more than eight hours a day, may NOT work on weekends, (including Thanksgiving, Christmas, Spring Break, etc) nor are they allowed to work at home.

What is the FWS pay rate?
- A FWS student will be paid at the following wage of $7.50 per hour or $8.00 per hour based on evaluation of previous employment history as a FWS student. Hourly wage is determined by the Financial Aid Office. (Refer to FWS Authorization Form)
PART SEVEN: FWS VIOLATIONS

When a FWS supervisor does not follow the FWSP requirements:

Student Services and Instructional Services have developed the following procedure:
1. FWS supervisor will be notified by memo for each occurrence of violation(s) of guidelines provided in the FWS Handbook. If one or more violations occur during a semester, the FWS supervisor must actively correct the situation immediately.
2. FWS supervisor must notify the Financial Aid Office in writing regarding necessary action taken to correct the situation.
3. If violations continue, the FWS supervisor will not be eligible to participate in FWSP for the following academic year.
4. The FWS supervisor may reapply for FWSP upon attending the FWS training the following academic year.
5. Severe violations will be forwarded to NPC Human Resources and VP for Learning and Student Services.

NOTE: This procedure is necessary to ensure compliance with Federal and State regulations.

FWS students working when classes are not in session:
FWS students are NOT allowed to work during periods of non-attendance (Thanksgiving, Christmas, Spring Break, etc) since the FWS student must apply FWS earnings to the Cost of Attendance (COA) during the next term in the award year and must intend to continue their college studies during the next term as documented by NPC.

Exceeding the FWS awarded amount:
FWS supervisor must take an active role in keeping track of hours worked by the FWS student including knowing the awarded FWS amount for each term.

NOTE: Funds earned in excess of the FWS student’s award will be paid out of the FWS supervisor’s department budget.

A FWS Timesheet Record Form is available in Excel Format (available at the NPC website) to assist FWS supervisor with FWS student’s hours worked, earned and remaining award amount.

When a FWS student quits or needs to be terminated:
- FWS supervisor may terminate a FWS student if necessary by submitting a letter to NPC Financial Aid Office and NPC Payroll Office outlining the reason(s) for the termination and by communicating the same to the FWS student.
- It is recommended that the FWS supervisor refer to the appropriate procedure in the College Policy and Procedure Manual.
- If a FWS student voluntarily leaves (quits) their position, the FWS supervisor must notify immediately both NPC Financial Aid Office and NPC Payroll Office.
- FWS supervisor must submit final FWS Timesheet to NPC Payroll Office.
- Vacant FWS positions may be available again by contacting the NPC Financial Aid Office for approval first. FWS positions are not guaranteed.
Get Started – Check List

_____ Complete the FWS Job Description (form page 11).

_____ Submit via email the FWS Job Description to Beaulah Bob-Pennypacker, NPC Financial Aid Office, financialaid@npc.edu.

✓ Posting of FWS position(s) at the NPC website is your confirmation that your request has been approved.

_____ You may request a list of eligible FWS students from your NPC Campus/Center Office.

_____ FWS supervisor may print the FWS Application (form page 12) and FWS Interview Questions (form page 13) for students this will assist you with the selection process. However this is optional. You may ask the student for a resume instead.

_____ Complete and submit the FWS Intent to Hire Form (form page 14) via email to Jennifer Dobell, NPC Financial Aid Office, financialaid@npc.edu.

✓ FAO will determine the student’s FWS eligibility and pay rate. A revised award letter will be sent to the FWS student.

_____ The NPC Financial Aid Office will send via inter-campus mail the FWS Authorization Form (sample attachment) to the FWS supervisor. This form is to be completed by the FWS supervisor and FWS student. Return completed form per distribution list provided at the bottom of the form.

_____ FWS student needs to complete the Confidentiality Statement (form page 15) and FWS supervisor should keep this document for FWS supervisor’s records.

_____ Student needs to print and complete the employment packet (attachment) before work can begin. Employment packet needs to be returned to the NPC Human Resources, Painted Desert Campus, Tawa Building.

_____ FWS Timesheets are available from the NPC Campus/Center Offices.
Northland Pioneer College
2010-2011 Federal Work-Study Job Description Form

FWS Position /Title:
NPC Campus/Center Location:

FWS Supervisor:
Extension:
Department/Division:

FWS Job Description (identify the duties and responsibilities):

List special skills:

NOTE: A FWS Job Description should reflect a potential FWS student’s educational or vocational goals that provide preparation to enter the workforce.

Return this form via email to:

Beaulah Bob-Pennypacker
Financialaid@npc.edu

All non-email responses will only delay your position(s) to be posted at the NPC website.
Northland Pioneer College
Federal Work-Study Application

Attach a copy of your class schedule. You may also attach a copy of your resume.

Name: _____________________________________________ Telephone: _________________

Address: ______________________________________________________________________

Start Date: _____________________ Email Address: _____________________________

Education - Please check your enrollment status per credit hours.
Fall Semester: __Full time (12+) ___Three-quarter time (9-11) ___Half time (6-8)
Spring Semester: __Full time (12+) ___Three-quarter time (9-11) ___Half time (6-8)
** Students enrolled part-time (5.9 or less credit hours) are NOT eligible.

Student eligible for FWS: ____Yes ____Don’t Know (Contact the Financial Aid Office)

Employment – List your previous employment experience:
1. Employer: __________________________________________________________________
   Beginning Date: __________ Ending Date: __________ Job Title: ___________________
   Duties: ____________________________________________________________________
   __________________________________________________________________________

2. Employer: __________________________________________________________________
   Beginning Date: __________ Ending Date: __________ Job Title: ___________________
   Duties: ____________________________________________________________________
   __________________________________________________________________________

Acceptance of a Federal Work-Study position brings with it responsibilities, including the requirement to work as well as the need to maintain confidentiality in the work-place. Students are required to adhere to the NPC Student Conduct Code, as outlined in the Student Handbook and the College Catalog. In addition FWS Students are required to adhere to NPC employment work ethics, such as reporting for work when scheduled, calling in when sick, etc. Please refer to the FWS Handbook for requirements of the FWS Program. The FWS Handbook is available at www.npc.edu.

FWS Supervisor: Keep this form up to three years from the last date the FWS student worked.

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Boulevard, Holbrook, Arizona 86025, 1.800.266.7845. The Section 504 Compliance Officer is the Coordinator of Disability Resources and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, 1.800.266.7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 3/1/2010.
Northland Pioneer College  
Federal Work-Study Interview Questions

Name: ________________________________________ Date: _________________

1. Tell us about yourself?

2. What are your educational goals?

3. Please tell us about your computer (or general) experience in an office setting?

4. We have information and records that must be kept confidential. Have you ever worked under similar conditions before and how did you handle it?

5. Can you describe situations in which you have had to prioritize and organize work assignments?

6. Comments:

FWS Supervisor: Remind the student that a FWS position must comply with NPC employment work ethics, such as reporting for work when scheduled, calling in when sick, etc.

FWS Supervisor: Keep this form up to three years from the last date the FWS student worked.
Northland Pioneer College
2010-2011 Federal Work-Study Intent to Hire Form

I intend to hire:
Student’s Name:
Social Security Number:
(Social Security Number is required for FWS purposes)

FWS Supervisor:
Extension:
NPC Campus/Center Location:

I understand that a FWS Student will not begin working until all paperwork has been completed and returned to appropriate NPC Departments, including the “2010-2011 FWS Authorization Form” and Personnel Packet.

***************************************************************************
***FOR FINANCIAL AID OFFICE USE ONLY***
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Check transcript ______   Check registration ______

Return this form via email to Jennifer DoBell, financialaid@npc.edu

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Northland Pioneer College
2010-2011 Federal Work-Study Confidentiality Statement

I _________________________________________ (FWS student) understand that due to the nature of work at Northland Pioneer College I must observe rules of confidentiality regarding printed information or conversations concerning students, faculty, staff and other related matters in the office/department that I am working in. I also understand that I am required to adhere to the NPC Student Conduct Code, as outlined in the Student Handbook and the College Catalog. In addition, I understand that I must adhere to NPC employment work ethics.

FWS student’s signature: ________________________________ Date __________

1st FWS supervisor signature: ____________________________ Date __________

2nd FWS supervisor signature: ____________________________ Date __________

FWS Supervisor: Keep this form up to three years from the last date the FWS student worked.

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