

California State University
Northridge

*Federal Work-Study
Student Handbook*

Financial Aid & Scholarship Department

What Is Federal Work-Study?

Federal Work-Study is a federally funded program that is awarded to eligible students through the Financial Aid & Scholarship Department (FASD) at California State University, Northridge. Federal Work-Study (FWS) enables you to earn that portion of your academic expenses not covered by grants and loans. If you have been awarded FWS funds, **you must work with an eligible FWS employer**. An eligible FWS employer is an on-campus department with an approved FWS budget allocation or non-profit agency that has a FWS contract in place to hire FWS student employees.

California State University, Northridge recognizes the importance of student employment as a component for both financial need and academic pursuit. As a student considering employment with the University, you should weigh the advantages of locating a job that matches your special skills, interest, and/or academic major. The Federal Work-Study Office (FWSO) staff will assist you in finding a FWS job; however, we cannot guarantee that you will be able to find a FWS job placement. If you are not hired by a FWS authorized employer you will **not receive** any portion of your FWS award.

Your FWS award is an academic year award. You must be enrolled at least half-time (6 units for undergrad & 4 units for graduate) during each of the Fall/Spring semesters in which you are employed. You may earn 50 percent of your FWS award in the fall and 50% in the spring. If you do not earn all of the 50% in the fall you may use the remaining balance during the spring, but you may **not** earn any portion of your spring award during the fall semester.

There is no difference between an on-campus FWS position and student assistant position. You are paid hourly wages and will receive a monthly paycheck until you have earned the entire amount of your FWS award, or your job ends, whichever comes first. One benefit of working in a FWS position is when you apply for financial aid for the next year, you will not have to count your FWS wages as income for financial aid purposes. Another benefit is that on-campus employers, and eligible off-campus employers, prefer to hire FWS student employees so there are many jobs available. Employers prefer to hire FWS student employees because the federal funds that you are awarded are used to pay 75% of your salary, and the employer pays only 25% of your earnings. Please note that FWS earnings are subject to IRS Tax reporting requirements. For more information concerning IRS Tax reporting requirements please contact a tax consultant professional.

Federal Work-Study is a Financial Aid Program awarded to eligible students. It provides you with an opportunity to gain work experience, earn money to pay for your college expenses and doesn't count against you when reapplying for financial aid.

Community Service Opportunities

Students who are eligible for employment in the Federal Work-Study Program (FWSP) have an opportunity to serve the local community through paid work experiences. Community service work includes activities in social services, public safety, recreation, childcare, literacy training, working with youth, conducting support services for students with disabilities and research that benefits the public-at-large. For a full description of all community service job opportunities go to the CSUN Career Center website at www.csun.edu/career (for registration instructions see below). Community Service organizations include the Multicultural Learning Center, Jumpstart (literacy for Pre-K children), Santa Monica College and Youth Speak Collective.

Frequently Asked Questions

How did I qualify for FWS? You completed a Free Application for Federal Student Aid (FAFSA) for the academic year and were determined eligible for federal financial aid. Federal Work-Study is awarded to students with the highest need who have met the priority filling deadline and have indicated on the FAFSA they are interested in employment as part of their financial aid award. Students must re-apply every year to be considered and must indicate their preference for part-time employment on the FAFSA.

What do I do if I want to continue working in my current FWS job? If you are continuing in the same FWS job, notify your FWS supervisor that you have a FWS award. Your supervisor will request your FWS authorization from the FWSO. Once your FWS authorization is approved by the FWSO, you do not need to do anything else.

What do I do if I'm continuing in the same FWS job, but I do not have a FWS award? You must ask your supervisor to write a memo addressed to Josefina Carbajal, FWS Manager. The supervisor must state in the memo that they would like to re-hire you as a FWS student employee. Bring the supervisor's memo to the FWSO during walk-in hours (M & W- 10:00am - noon and 1:30pm - 4:30pm). If you are eligible for FWS and there are funds available, you will be awarded and your supervisor will be informed via email.

How do I find a FWS Job?

CSUN FWS jobs are posted on the Career Center's web site at www.csun.edu/career. Please note, in order for you to view FWS jobs, you must register with the Career Center. It is very easy to register, just follow these steps:

To Register

1. Go to the Career Center webpage at www.csun.edu/career and click the 'Students' link on the top menu to the left
2. Click 'Log-in' in the red "My Career Center" box
3. Log in using your CSUN username & password

4. Fill out the online registration form and click 'Submit'
5. You will be taken to your personal Career Center Online homepage

Profile/Documents

1. Your profile must be complete before applying for jobs or internships
2. Complete/update your profile by clicking 'Profile' on the bar across the top of the screen and selecting 'Academic Information'
3. Make sure your GPA and other academic information is correct and up-to-date
4. To upload your resume, cover letter, or transcript click 'Documents' at the top of the screen

Job Search

1. Click on 'Jobs/Experimental Learning'
2. Select 'Career Center Online Jobs' from the 'Show Me' drop down menu then click search
3. Select 'Work-Study Jobs' from the 'Position Type', then click 'Search'
4. Apply for positions as instructed by the employer, usually online, email or phone

On-campus Interviews (OCIs)

1. In the 'Jobs/Internships' section, select 'All Interviews' from the 'Show Me' dropdown menu, then click 'Search'
2. Select an OCI by clicking the position title
3. In the 'Status' box on the right, you will see a place to submit your resume or an explanation of why you do not qualify
4. If the position is listed as 'open' qualified applicants will be able to submit their resume and schedule their interview. Pre-selected by the employer, you can schedule your interview at a later date

A few departments also choose to advertise their job/s in the FWSO Bulletin Board located in Bayramian Hall, directly across from Room 140. If you have trouble finding a job, please ask for assistance at the counter in the WSO located in Bayramian Hall, Room 130.

Tip: Start looking for a job immediately because many of the jobs will be filled by the time the fall semester starts.

Special Note: If you are not able to find a FWS job you may want to consider locating an off-campus non-FWS position. The best way to do this is by logging on the Career Center's website and selecting 'All Job Listings' from the 'Show Me' drop down menu. If you have any technical problems you may contact the Career Center at (818) 677-7828, or visit their office located in University Hall, Room 105.

When can I start working?

1. When you have been offered a job and have accepted it, **and**
2. Your supervisor requested your FWS Authorization Form online from the FWSO, **and**
3. The FWSO has approved it, **and**
4. You have completed the Sign-In process with Human Resources.

- a. If you have not worked on-campus during the last eighteen months, you must go to the [Human Resource Office \(HRO\) in room 165 of the University Hall Building](#) to complete the sign-in process. Your supervisor will give you the *New Employee Hire Form* as proof that you have been hired. You will need to take these items to the HRO to complete the sign-in process.
- b. If you have worked for Associated Students, University Student Union, or for a department that paid you through the University Corporation you must also complete the Sign-In process with Human Resources

Human Resources Payroll Sign-In Hours:

- Student Sign-In hours are Monday through Friday, from 9 a.m. to 4 p.m.
- To sign in you must have with you:
 - New Employee Hire Form
 - Your original Social Security Card (copies are **not** accepted) or other acceptable forms listed on the New Employee Hire Form
 - CSUN ID and another picture ID such as a California Driver's License or California ID

The FWS employment "year" begins on August 1st and ends May 15th. Your job may begin later and/or end earlier. If you run out of FWS funding before the end of the year, you must immediately stop working.

What kinds of FWS jobs are available? There are a variety of jobs available through the Federal Work-Study Program (FWSP) such as: clerical, technical, lab assistant, research projects, recreational, facilities, and public safety just to name a few. Some jobs are for students who have never held a job, and others require experience, education, or a skill in a particular field.

How many hours a week can I work? Most FWS jobs are between 10-20 hours per week. You may not work more than an average of 20 hours per week during periods of instruction and up to 40 hours per week during the winter and spring breaks. At the start of your employment, consult with your supervisor to establish when you will work and the number of hours you will be working per week. If you need to change your schedule because of a class conflict, you must get your supervisor's approval first. If you cannot agree on an acceptable number of hours or schedule, you may resign and look for a new job.

Can I work in more than one FWS job? Yes, you may work in more than one FWS job as long as you do not exceed the 20-hour per week campus maximum. Also note that the 20-hour campus work week limit applies to any campus job which means that students who have a FWS job and a Student Assistant job must also comply with the 20-hour per week limit.

How much will I get paid? The pay will depend upon what kind of job you have and how much experience and/or education is required for the position. Typically, trainee jobs will pay at or near minimum wage. Highly technical, supervisory or jobs with greater levels of responsibility and authority, or risk will pay higher wages. The rate of pay is set by the supervisor guided by the duties and classification of the job description. The supervisor will confirm your salary upon your hiring. If you disagree with the salary level, you can

choose not to accept the position and continue to look for another FWS job. Current pay rates range from \$8.00 to \$17.26.

After six consecutive months of satisfactory work in the same position, you may be eligible for a one step merit raise (usually 2.5%) if the supervisor believes you are performing at an acceptable level and the department has the budget available to support an increase.

When do I get paid? You will be paid on the 15th of every month. The hiring department will designate a staff person to disburse all checks to student employees. If the 15th falls on a weekend you will receive your paycheck the Friday before.

Students working for the University Student Union are paid biweekly (every other Friday). Student paychecks are disbursed through the USU Cashier's Office.

Students working for Associated Students are paid biweekly (every other Friday). Student paychecks are disbursed according to the process established by the hiring department. For most, paychecks are picked up individually after 12pm every other Friday. You need a picture ID in order to pick up your check.

Do I get a lunch hour or breaks? You are allowed a paid fifteen-minute break during a shift of four hours or longer. If you work six or more consecutive hours during one day, you must take an unpaid lunch break of at least one-half hour. It is expected that break periods be taken approximately half-way through your shift. You may not take breaks at the beginning or end of the shift, and you may not combine your breaks to come in late or leave early.

Additional Information FWS student employees are not entitled to overtime pay, paid holidays, paid sick leave, vacation time, unemployment insurance, jury duty or permanent status. You will receive an hour's pay for an hour's work, less a small amount for federal and state income tax withholdings.

RIGHTS & RESPONSIBILITIES

As an employee

- ✓ You are expected to conduct yourself in a professional manner.
- ✓ You are entitled to be clearly informed of your work schedule that both you and your supervisor agreed on.
- ✓ You are expected to be at work on-time as scheduled, or to notify your supervisor in a timely manner if you are going to be late or will not be able to work.
- ✓ You must notify your supervisor immediately if the amount of your FWS award is revised or canceled.
- ✓ You are responsible for monitoring your FWS wages and reporting to your FWS supervisor when you are close to reaching your allocation (maximum earnings).
- ✓ You are responsible for signing, and turning in your timesheet to your supervisor each month by the deadline set by your supervisor.
- ✓ You are responsible for reporting your time accurately.
- ✓ As an employee you have a right to work in a safe, drug-free, non-threatening environment.

- ✓ You have the right to be treated fairly and without discrimination by your supervisor, other campus personnel, students, and the general public.
- ✓ You have the right to expect your supervisor to clearly state and fully explain your duties and workload expectations.
- ✓ Work-Study employers have been advised that you cannot work more than 20 hours per week during instructional periods, or more than 40 hours per week during academic breaks. However, it is up to you to make sure that this rule is not violated or you may end up having social security taxes deducted from your paycheck, and in some cases, you may be expelled from the FWSP, and/or all employment on campus.
- ✓ As a FWS student employee you **cannot** volunteer hours at your job. You must be paid for all hours worked.

An employer may terminate your FWS employment...

- ✓ If your work schedule is not compatible with the department's needs.
- ✓ If you display unprofessional conduct such as repeated absences, reporting to work late, improper dress, or disrespectful behavior.
- ✓ If you **do not** maintain the confidentiality of records.
- ✓ If your work is unsatisfactory.
- ✓ If you falsify hours on your timesheet

Other Reasons for Job Termination Include

1. Failure to comply with departmental health, safety, and sanitation standards.
2. Unauthorized disclosure of confidential information or falsifying information.
3. Falsification of hours on a Time Card.
4. Theft of money, equipment, personal or University property.
5. Possession of weapons in the workplace.
6. Use of alcohol or illegal drugs during working hours or reporting to work under the influence of such.
7. Threatening, attempting, or doing bodily harm to another person.
8. Sexually harassing any person, or making false claims of sexual harassment.
9. Discriminating against any person on the basis of race, ethnicity, gender, marital status, disability, or sexual preference, or making false claims of such discrimination.
10. Unauthorized personal business (phone calls, friends who drop by, homework, use of internet services for private use, etc.) while at work.
11. Improper use of any University property, including office supplies, keys, equipment, University vehicles, computer, mail or phone service.
12. Unauthorized entry into University buildings outside of normal working hours, or entry into restricted areas.
13. Making false, malicious statements concerning other employees, supervisors, students, or the University.

GRIEVANCE PROCEDURES

If something bothers you or does not seem right, ask to speak to your supervisor first. Most problems can be resolved by your supervisor. However, if your supervisor cannot resolve the problem or the problem is serious and involves your supervisor, you should discuss it with the staff in the FWSO.

If the FWS Office cannot resolve the problem through informal negotiations, you have the right to file a formal grievance. A grievance is a written complaint alleging that a supervisor violated a specific provision of the University and/or State Employment Policy. A formal grievance procedure is written for the purpose of resolving disputes relating to interpretation of policy or rules. Submit your written grievance to the FWSO located in room 130 of the Bayramian Hall Building.

If you believe that you have been sexually harassed or have been illegally discriminated against, you may discuss the matter and your options with the Equity and Diversity Office. The Equity and Diversity Office is located in University Hall, Room 285 you can also reach them at (818) 677-2077.

The Scholarship/Federal Work-Study Office is located in Bayramian Hall, Room 130. The office hours are:

8:30am to 5:00pm Monday and Thursday
10:00am to 6:00pm Tuesday and Wednesday
8:30am to 4:00pm Friday

FEDERAL WORK-STUDY COUNSELING HOURS:

Tuesday & Wednesday 10:00 am to 12:00pm & 1:30 to 4:30

You can reach us at (818) 677-2373 during the above business hours or you may email us at work.study@csun.edu.

The Scholarship/Federal Work-Study Office is staffed by the following people:

Linda Brignoni	Senior Associate Director
Josefina Carbajal	Federal Work-Study Manager
Diana Medina	Federal Work-Study Assistant
Veronica Corona	Scholarship Coordinator
Kathi Maki	Scholarship Assistant

We look forward to working with you and making your FWS experience rewarding and fun.

Final Notes

Federal Work-Study positions expire on May 15th. Your employment for the academic year must stop on/or before this date. Your continued participation in the FWS Program depends on you meeting Satisfactory Academic Progress and making sure you file your FAFSA by the March 2nd priority deadline each year. If you lose your financial aid eligibility for any reason, you will also lose your eligibility for FWS and must stop work immediately.

In accordance with law, the FWSP does not discriminate on the basis of race, color, national origin, sex, sexual preference, marital status, age, and disability, religious creed in its services or employment practices.

Interpreting services are available to hearing-impaired CSUN students through the National Center on Deafness (818) 677-2054. Students with disabilities who require special services may want to consult with Disability Resources and Educational Services (DRES) at (818) 677-2684.