

## FEDERAL WORK STUDY PROGRAM (FWSP) SITE EXPECTATIONS

### Annual Site Registration and Position Description

Sites **must verify contact information and position description(s) by August 15 annually** to maintain partnership with the FWSP. Sites and students must follow the description submitted and approved by the University for the current academic year. Should the position description need to be changed, a new form must be submitted for approval.

### Off-Campus Work Agreement

Sites must abide by the conditions stated in the Clarion University Office of Financial Aid *Federal College Work-Study Off-Campus Work Agreement*.

### Applicant Screening Procedures

Once a vacancy occurs, sites will have a **three-week period** in which to screen applicants. Applications from students who have met all eligibility criteria are faxed to sites for review. Sites select a pool of potential candidates and then schedule and complete interviews within ten business days of receipt. The status of the interviews should be indicated on the *Applicant Preference Form*. The CSC will then contact the student to offer him/her the position. If the student accepts the position with your site, he/she will need to first meet with CSC to complete the required paperwork and orientation.

**The student may not work at your site until he/she completes the required University employment paperwork, attends University orientation, and receives an official start date from the Career Services Center.** The student is not covered by our workman's compensation program and will not be placed on our payroll if he/she starts employment at your site before the appropriate office at the university receives the paperwork.

FWSP Applicant Screening Procedure At-A-Glance:

- 1) site reviews the applications
- 2) site conducts personal or telephone interviews
- 3) site returns the Applicant Preference Form by fax to 814-393-2054
- 4) CSC contacts student to offer position and schedule appointment
- 5) student makes appointment to complete employment paperwork and receive University orientation
- 6) CSC notifies student and site of official start date and provides time sheets/payroll schedule

### Act 151 & Act 34 Clearances

Act 34 Clearance (Criminal History) and Act 151 Clearance (Child Abuse) may be required by some agencies prior to or for continued employment. CSC does not monitor or pay for clearances.

### Orientation

Site orientation must be conducted within the first week of employment. Upon completion, the *Work Site Orientation Checklist* must be returned to the Career Services Center.

### Work Schedule

Returning students may begin employment at the beginning of each academic year only after consulting with the CSC secretary to:

- provide fall address and telephone number
- verify academic and financial aid qualification for the program
- complete PHEAA application

After providing the above mentioned information, site supervisors and students should develop a regular work schedule. Students may work no more than 20 hours in each two-week pay period. Eligible students must begin work by the first week of classes or their employment with this program will be terminated.

### Correspondence

All correspondence will be sent by e-mail or fax. Agencies must provide a current e-mail address. Agencies and students may correspond directly to the office secretary (dsigworth@clarion.edu) or the associate director (dbrush@clarion.edu). All FWSP documents can be found online at [www.clarion.edu/30083](http://www.clarion.edu/30083).

### **Award**

In general, most students may work 300 hours per academic year or earn an award of \$2175.00, whichever occurs first. This would normally be 10 per week for the 15 week semester when classes are in session. Finals week is excluded.

### **Time Sheets/Pay Period**

Pay periods are administered on a two-week cycle that begins on Saturday and ends on Friday. *Time Sheets and the Pay Period, Time-sheet Due Date, and Pay Date Schedule Form* are sent by e-mail to the site supervisor. Both the student assistant and the site supervisor must sign the time sheet. The **site supervisor must submit the time sheet to the CSC by noon on Friday**, the last day of the two-week pay period unless otherwise noted. Time sheets may be faxed to 393-2054 or submitted by e-mail to [dsigworth@clarion.edu](mailto:dsigworth@clarion.edu). If faxed, **call the office to confirm that the time sheet transmitted successfully**.

Time sheets submitted **after** noon on Friday will be considered delinquent. Failure to return time-sheets by the designated deadline will result in a suspension of the student's employment and delayed receipt of compensation for earnings during that payroll period. Students will not be permitted to work or report any hours during the period of suspension. The position may be reinstated once the delinquent time sheet is submitted. Excessive tardiness may be grounds for termination of the agency's participation in the FWSP.

### **Time Off**

Release time from scheduled work hours must be requested through the site supervisor in advance. However, it may not be granted depending on the needs of the site. If a student is unable to report to work at a scheduled time for any reason, he/she is expected to notify the site prior to your work shift. Failure to report to work will be considered an unexcused absence. Making up missed hours may be made at the discretion of the site supervisor. Unexcused absences or excessive tardiness may be grounds for termination of employment.

### **Holidays/School Breaks/Recess**

Student assistants are not permitted to work or accumulate work hours when University classes are not in session.

### **Finals Week**

Students must obtain permission from the Career Services Center to work during Finals week.

### **Performance Appraisal System**

Evaluations will be conducted by the site supervisor and the student assistant at least once a year. It is expected that supervisors and students will share the results of evaluations with each other in the spirit of mutual growth. The evaluations must be returned to the office by the designated date each Spring semester.

### **Work-Related Injury**

In the event of a work-related injury, it is the employee's responsibility to report the injury to the site supervisor immediately. Student assistants and supervisors must follow the procedure outlined in the *Work-study Handbook*. Paperwork must be submitted to the Human Resource Office, B-29 Carrier Hall or FAX to 814-393-2444. Upon employment, students will be required to verify that they have received information on Pennsylvania Worker's Compensation Law.

### **Conduct and Dismissal Procedure**

Student assistants and supervisors should review this policy thoroughly. All infractions should be documented. Major infractions will result in immediate dismissal.

### **Work-Study Handbooks**

Work-study handbooks will be available online at [www.clarion.edu/30083](http://www.clarion.edu/30083). Sites are required to make a copy available to any staff member or volunteer who works with the student assistant.