



CLAREMONT
SCHOOL OF
THEOLOGY

Claremont School of Theology

Federal Work Study Employment

Student Guide

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Chapter 1

The Basics of Federal Work Study

Federal Work Study Program Description

Federal Work Study (FWS) is a federally supported program for students who have documented financial need, as authorized by the Office of Student Financial Assistance, Department of Education, under the Title IV of the Higher Education Amendment of 1992.

Claremont School of Theology (CST) participates in the FWS Program and awards eligible students dollar amounts that can be earned while working in an approved Work Study job. Students are awarded FWS based on their financial need, as provided by completing the Free Application for Federal Student Aid (FAFSA), availability of FWS funds, and job availability. You work for the FEDERAL GOVERNMENT and are expected to abide by their rules and regulations.

What is the purpose of the Federal Work Study Program?

- Create opportunities for students to work on campus;
- Provide financial assistance;
- Give valuable employment experience both in and outside of their field of study.
- To pay an equitable salary for hours worked.
- To enhance the student's professional growth and to give the student an opportunity for the on-the-job experience.

Eligibility Requirements

In order to be eligible for FWS and participate in this program, you must meet the following requirements:

1. Complete the FAFSA and the Federal Financial Aid application process. To complete the FAFSA, visit www.fafsa.ed.gov. When you receive your award letter, you MUST accept both the Stafford Loans and the Federal Work Study because it is one complete package.
2. Complete an Employment Application and turn into the Financial Aid Office. Even though you have been awarded FWS, a student will have to take the initiative to complete the application.
3. A student must have minimum enrollment of half-time. For CST, six (6) units is the minimum enrollment for FWS eligibility. This enrollment is required for each semester.
4. Applicants must meet the Satisfactory Academic Progress (SAP) policy requirements.

Chapter 2

Having the Right Job

Searching for a FWS Job

The following are a list of jobs available for Federal Work Study:

Admissions

Social Media Specialist

Bishop Assistant

Office of Business and Administration

Edgar Center

Library

Claremont Kid's Corner

Career Services

Center for Process Studies

Writing Center

Once you have received your FWS eligibility:

- Complete you FWS application;
- Decide from the list which job titles you are interested in;
- Call the department supervisor and inform them that you are interested in a job in their department.
- When you have been offered and accepted a position on campus, visit the Human Resources Office in Butler 201 and complete all new hire paperwork before you begin employment. **You cannot work in your respective department until you have met with and completed Human Resources paperwork.**

SAP

If a student is not making Satisfactory Academic Progress (SAP), they will be removed from FWS. Students should understand that a failure to meet the standards of SAP will result in termination from the FWS position. Factors associated with not meeting SAP include:

- Dropping to a cumulative GPA that is below CST minimum graduation requirements;
- Excessive unexcused absences from class; and
- Taking an incomplete

Chapter 3

Legal Obligations and Authorization

The following documents are **REQUIRED** in order to successfully complete your paperwork for hiring:

- A W-4 form
- A Social Security Card or federal documents listing your correct name
- Any Human Resources packet given to you by the Human Resources office.
- An I-9 form: completed by the employee in order to give evidence that you are permitted to work in the United States.

This information MUST be returned to the Human Resources on or before the first day of employment.

Student Employee Payroll

All student employees are paid on the 10th and the 26th of each month. In the event a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. All student payroll checks will be available from the Business Office on payday or will be distributed through campus mail.

All wages paid to student employees, both FWS and Institutional, are considered wages and are subject to all State and Federal tax regulations. Income will be reported to you and the IRS annually on Form W-2.

THINGS TO KEEP IN MIND:

FEDERAL WITHHOLDING TAX: The amount of tax withheld for Federal Income Tax is based on how each individual completes the W-4 form.

SOCIAL SECURITY TAX (FICA): You are exempt from FICA taxes under the following circumstances:

- Attending class at least ½ time; **AND**
- Is working on campus less than 20 hours per week.

If these requirements do not include you, all pay during any pay period is taxable by FICA. The FICA rate is 7.65% of gross earnings.

Timesheets:

You are responsible for accurately recording your time on the time sheet. CST is required by Federal and State Laws to keep accurate record of your time in order to calculate your pay. The time you work is the time actually spent on the job performing assigned duties.

Some tips:

- Fill in your first and last name;
- Enter the first date of the pay period through the last date of the pay period;
- Enter regular hours in quarter increments only (.25, .5, .75). Regular hours are hours worked each day that are NOT greater than 12.
- Enter the time in and time out.
- Add up the weekly time for easier and faster calculation.

- **When finished with your time sheet, you and your supervisor must check it thoroughly, sign the time sheet and submit it to the financial aid office.**
- **The time sheet must be free of hand written corrections. Be careful when filling out your time sheet. Any cross-out or marks on your time sheet will require you to re-submit another one.**
- **THE TIME SHEET SHOULD BE FILLED OUT ON THE LAST DAY OF WORK PER PAY PERIOD. IT IS DUE IN THE FINANCIAL AID OFFICE BY THE DATE THAT IS LISTED ON THE WORKSHEET. By not following the appropriate deadlines, you could lose your Federal Work Study position.**

- You should keep copies of your own timesheets.
- It is your responsibility to e-mail to the financial aid office reasons for absences or requests for time off. The Department needs documentation of any schedule changes.

Allowable Work Hours

Federal Work Study positions are designed to be part-time and should be no more than 15 hours per week is recommended by CST. Working more than 25 hours per week could limit your academic success and may entail additional taxes on your wages.

Supervisors must keep track of absences and cannot schedule any split shifts. Students cannot have flexible hours and make up any missed hours. Time sheet hours must stay consistent with student's scheduled hours. You are required to submit a schedule of your hours prior to your first day of employment per semester.

Chapter 4

How Am I Getting Paid

Job Responsibilities

It is always wise to obtain a job description from your supervisor your first day on the job as it serves as a guide to job duties you will be expected to perform. **Know what your employer expects from you regarding your job responsibilities as well as the specific policies and procedures of your employing department so that you can gain the most from your job experience.** Ask questions, take initiative, and learn as much as you can. Be sure to obtain your employer's phone number and vice versa.

Maintaining a Good Work Ethic

At CST, you are responsible for:

- Abiding by CST rules, regulations, policies, and terms of employment;
- Respecting the rights and property of your employer and other employees
- Treating all co-workers, students, and patrons with courtesy and respect;
- Acting in a professional manner at all times;
- Respecting the confidentiality of student and university records;
- Dressing appropriately (contact your supervisor if you have questions);
- Maintaining a positive work attitude of cooperation and initiative;
- Talking with your employer when duties or instructions are unclear;
- Performing your work to the best of your ability
- Monitoring your Work Study earnings, in conjunction with your supervisor
- Reporting to work on time and adhering to your established work schedule;
- Discuss changes in your work schedule with your employer.

True Meaning of Work Study

Many students, when receiving a Federal Work Study award, are under the impression that it means they are allowed to study while they work. This is a misconception. Very rarely will an employer permit the student to study during work hours. Should you have any questions, please contact your supervisor. If you need time away to focus on papers or projects, talk with your supervisor.

Chapter 5

The Job and Your Responsibilities

Safety

If you get hurt on the job,

- Verbally inform your supervisor immediately after sustaining an injury while performing your job duties. If your supervisor is unavailable, inform a regular, full-time employee in your work area.
- If the injury is life threatening, immediate medical attention is your highest priority. Call 911 for emergency medical transport to the nearest hospital.
- For non life-threatening accident or injury, you may choose to visit your personal physician.
- Your supervisor will report job-related accidents or injuries to the Human Resources Office within 24 hours of the accident. The written report must be filed to document the time, place, names of witnesses, and nature of the injury.

Equal Employment Opportunity Employer

Claremont School of Theology has an equal employment opportunity statement. Contact Elaine Walker at (909) 447-2510.

Drug –Free Work Place Policy

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Each employee is responsible to help ensure a drug-free, healthful, safe, and secure work environment. The unlawful manufacture, distribution, display, possession, or use of alcohol or illegal drugs on school premises or while conducting school business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Chapter 6

Required Policies and Procedures

Sexual Harassment

Claremont School of Theology condemns sexual harassment of the students, staff, and faculty. Any form of sexual harassment will be considered a serious matter and will be dealt with accordingly. This includes:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

Employees who believe they are sexually harassed should contact their department head or the administrator at the next higher level or the Human Resources Office.

Everyone should be sensitive to the fact that casual sex comments, jokes, and language can and may be offensive to some employees. This can create a sexual harassing environment and a complaint can be filed against the individual.

Appendix A: CST Confidentiality Statement

Appendix B: Green Work Study Time Sheet

Appendix C: Federal Work Study Payroll Schedule