

WORK STUDY PROGRAM

2018-2019 Employer Handbook

Student Financial
Aid Office

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Welcome!

This Work Study Handbook is your department’s guide to the policies, procedures, guidelines and general information about the Federal Work-Study Program at the Alamo Colleges. These guidelines have been developed to meet the needs of the program’s student workers and their supervisors.

The Alamo Colleges has recognized the importance of part-time employment as a supplement to the student’s financial resources, personal education growth and preparation for the future working world. As a result The Alamo Colleges Financial Aid Office has developed a number of increasing opportunities for students to earn their Work Study awards throughout the campuses and support offices.

We truly appreciate your involvement in this program as you are aiding in providing additional educational opportunity for our students. It is our hope that this handbook provides you with basic information that allows us to create a positive and effective partnership.

Sincerely,

The Student Financial Services Departments of the Alamo Colleges

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

"*Family Educational Rights and Privacy Act*" of 1974, is commonly known as **FERPA**. All Alamo Colleges adhere and comply with the provisions outlined in the law. The law is designed to:

- Protect educational records.
- Establish rights of students.
- Provide guidelines for correction of inaccurate and misleading data.

As an employee of the Alamo Colleges, all student work study employees will be held with complying with the provisions of the law.

Depending on the job task, a Work Study employee may come into a situation where FERPA law applies. Knowing what data is allowable or forbidden for release is vital; therefore, each Work Study employee is responsible for learning the FERPA regulations. Data that may be released is called directory information. Such items are considered as directory information: student's name, dates of attendance, major, classification, enrollment status (full-time or part-time), previous institution(s) attended, degree(s) awarded, academic honors/awards. Items that can never be identified as directory information are a student's social security number or institutional identification number, address, telephone number, date of birth, race/ethnicity, citizenship, nationality, gender, grades, grade point average or class schedule. Students may place a directory hold on any or all of this information by contacting the Student Services Department at their college. Each Work Study employee is responsible for learning the technical process at their work site to ensure compliance with the law.

Addition information on FERPA and Alamo College's policy and procedure can be found at: <http://www.alamo.edu/main.aspx?id=17324>

Overview

First Steps

The District Student Financial Aid office will disseminate position allocations to campus Presidents and Vice Presidents at the beginning of each year. Campus Presidents will designate a person or persons to allocate eligible departments a number of work study positions. Each department who receives an allocation will be notified by the campus President designated person(s).

Once a department has received a work study allocation, it is their duty to submit a Job description to their campus Financial Aid Advisor. A designated department Work Study supervisor, which must be a full time permanent employee of the Alamo Colleges, must be listed on this form along with all contact information. This Work Study supervisor must supervisor students at all times. If your department changes supervisors at any time throughout the year, a new Job Description form must be submitted to the Financial Aid Advisor.

Once these Department Job Descriptions have been submitted to the financial aid Advisor, access to the Work-Study requisition pool and Web Time Entry (WTE) to approve student's timesheets will be established for the appointed work-study supervisor only.

Department Responsibilities and Expectations

- Department supervisors may not allow their work study student to begin working before approval start date from the HR and Financial aid office.
- Departments must supervise work-study students at all times.
- Department supervisors must ensure that work study employees are trained to perform their duties in accordance with district, state and federal guidelines rules, regulations and laws.
- Department supervisors should establish and set forth all expectations for their work study students. This is to include work attire, performance, call-out process ETC...
- Departments may not allow work-study students to work outside of business hours or during periods of non-enrollment.
- Department's Web Time Entry approver must verify and approve each work-study student's time sheet hours before the deadline. Failure to approve student's timesheet accurately and in a timely manner will result in a delay in payment to student.

Work Schedule

Work Hours

A maximum of nineteen (19) work hours per week is allowed based on the financial need of the student as demonstrated by the Student Aid Report.

The work schedule is determined between the supervisor and the work-study student. The immediate supervisor is encouraged to initiate the work-schedule discussion on the first day of work asking the student about their class schedule, upcoming events and other related educational obligations that may arise during the semester.

Students are not permitted to work during established, assigned, or scheduled class times or events. If work is done during such periods, written justification from the student, supervisor and class professor will be required and must be submitted for approval by the Office of Student Financial Aid.

Beginning and Ending Dates

Work-Study students may begin work on the first day of classes of the semester, if eligibility is met. The final day to work each semester is the last day of the academic semester. Only students with a secured enrollment for the subsequent semester may be considered for employment for the following semester.

Meal and Breaks

Work-study students are eligible for a fifteen (15) minute break and a thirty (30) minute unpaid lunch break for every four (4) hours worked. An hour unpaid lunch break is encouraged for students who work eight (8) hours or more in one day. Supervisors are to clarify meal and break times that meet the needs of both the agency and the students. Students may not work more than ten (10) hours in a one-day shift.

Pay Rate

The hourly rate for all work-study jobs is \$9.00 per hour.

Enrollment

Students must maintain enrollment in at least six (6) credit hours, three (3) of those credit hours at their home campus during the Fall, Spring and Summer semesters.

COMPENSATION

Calendar

Alamo Colleges operates under a two-week, bi-weekly pay period system. Each pay period runs from the 1st through the 15th and the 16th to the last day of the month. Pay days are every 15th of the month and the last day of the month. Pay will be on the day prior to a weekend or holiday should the 15th or end of the month land on a weekend or holiday.

Pay Period	Due Dates	Pay Date	Payroll
08/16/18-08/31/18	9/5/2018	9/14/2018	SL17
09/01/18-09/15/18	9/18/2018	9/28/2018	SL18
09/16/18-09/30/18	10/2/2018	10/15/2018	SL19
10/01/18-10/15/18	10/17/2018	10/31/2018	SL20
10/16/18-10/31/18	11/02/2018	11/15/2018	SL21
11/01/18-11/15/18	11/19/2018	11/30/2018	SL22
11/16/18-11/30/18	12/04/2018	12/14/2018	SL23
12/01/18-12/15/18	12/11/2018	12/19/2018	SL24
12/16/18-12/31/18	1/4/2019	1/15/2019	SL1
01/01/19-01/15/19	1/17/2019	01/31/2019	SL2
01/16/19-01/31/19	2/4/2019	2/15/2019	SL3
02/01/19-02/15/19	2/19/2019	2/28/2019	SL4
02/16/19-02/28/19	3/1/2019	3/8/2019	SL5
03/01/19-03/15/19	3/19/2019	3/29/2019	SL6
03/16/19-03/31/19	4/2/2019	4/15/2019	SL7
04/01/19-04/15/19	4/17/2019	4/30/2019	SL8
04/16/19-04/30/19	5/2/2019	5/15/2019	SL9
05/01/19-05/15/19	05/17/2019	5/31/2019	SL10
05/16/19-05/31/19	6/4/2019	6/13/2019	SL11
06/01/19-06/15/19	6/18/2019	6/27/2019	SL12
06/16/19-06/30/19	7/2/2019	7/15/2019	SL13
07/01/19-07/15/19	7/17/2019	7/31/2019	SL14
07/16/19-07/31/19	08/02/2019	8/15/2019	SL15
08/01/19-08/15/19	8/19/2019	8/30/2019	SL16
08/16/19-08/31/19	9/4/2019	09/13/2019	SL17

Web Time Entry

ACES online timesheets are used to record the amount of hours worked. A Web Time Entry (WTE) submission from the student is required for a paycheck to be generated for each pay period worked.

A work-study student should log their hours on a daily basis to avoid misreporting of actual hours worked. Work-study students should clock in and out using the time clock located on their Web Time Entry.

At the end of the pay period, the work study student must submit their WTE so that the department supervisor can approve the hours worked. Approvals must be submitted within 2 days of the end of the pay period.

WTE Proxy

Each appointed work-study supervisor was granted Proxy access upon completion of the Department Job Description. Supervisors will “Act as Proxy” for the work-study Financial Aid Advisor per your departments campus.

Payroll Contact

If a student has an issue with their paycheck or issue with their timesheet, they may contact the work-study Financial Aid Advisor at their campus to resolve this issue. If the issue is not able to be resolved by the Financial Aid Advisor, the Advisor will contact the correct Payroll representative.

Direct Deposit

Students are eligible to establish direct deposit to receive their wages. Students should have established this when they initially met with the HR department to sign new hire paperwork. But if direct deposit was not set up at that time, students may complete the direct deposit form (located at the end of this book). Submit that form along with either

- A voided check or,
- Students banking information from the bank on their letter head.

Submit these 2 forms to the financial aid office for processing.

Holidays

August 27, 2018	First Day of Fall Semester
September 3, 2018	Labor Day
November 22 - 25, 2018	Thanksgiving Break
December 14, 2018	Last day of Fall Semester/Last Day to work
December 20, 2018 - January 02, 2019	Fall-to-Spring Transition/Alamo Colleges Closed
January 21, 2019	MLK Day
January 22, 2019	First day of Spring Semester/First Day of work
March 11 - 17, 2019	Spring Break
April 19, 2019	Easter Holiday
April 26, 2019	Fiesta Friday
May 17, 2019	Last day of Spring Semester/Last day to work
May 18, 2019 - June 9, 2019	Spring-to-Summer Semester Transition
June 10, 2019	First day of Summer Session/First day of work
July 4, 2019	Independence Day

EMPLOYMENT STATUS

Continuing Employment

Work-study students may continue at the same position in subsequent enrollment periods as long as they and the department maintain work-study program eligibility and the department offers the position

- Most work-study awards are made for the Fall and Spring semesters. Some awards may be made for only one semester. The Office of Student Financial Aid can verify and confirm the award to both the student and supervisor.
- A separate award is made for the summer sessions, based on a student's eligibility.
- A new FAFSA must be completed, submitted, and processed each academic year to confirm continued student need and eligibility for the work-study program.
- Work-study students may work only during the terms in which they are enrolled in a minimum of six (6) college credit hours.
 - Fall semester: August-December
 - Spring semester: January-May
 - Summer Sessions: June-August

End of Job Date

- Work-study students may work until the last day of the semester, unless the student's allocation has been met prior to that date.
- Employment during times of non-enrollment is allowed if student meets eligibility requirements and submits a completed affidavit to the financial aid office.

Termination of Employment

- A work-study student can terminate their work-study employment at any time.
- To initiate a termination, a written notice by the student must be submitted to the supervisor.
- The work-study student inputs the appropriate information on the student Web Time Entry electronic timesheet.
- If eligible, the student may re-apply for a different work-study position during the same semester.
- A Department may terminate their work-study student at any time.
- To initiate a termination, Department supervisor should notify the Financial Aid Supervisor and the Work-study student.

Transferring Jobs

There is no method to “transfer” work-study positions. A work-study student must fully terminate their employment from their original position before a new application may be submitted for consideration of a new position. The new application for a new position will be considered along with all other applications for the same positions. No guarantee can be made to any student on the selection for a job nor can any representative of Alamo Colleges make a promise of employment for a job.

Summer Employment Requirements

Summer employment is offered from residual fall and spring semester funding but is not guaranteed.

- Students must have enrollment in summer sessions for a minimum six (6) college hours with three (3) of these hours being at their home college.
- If student does not wish to attend the summer session but will continue enrollment with the Alamo Colleges District in the continuing semester, student must complete a summer affidavit and submit to the Financial Aid office.
- Have on file a completed FAFSA for the upcoming academic year
- Completed any enrollment and or verification requirements for the upcoming academic year
- Maintained Satisfactory Academic Progress (SAP) after the Spring semester.
- Completed of a Summer Aid Application.

DISCIPLINE

If disciplinary action is required because of unsatisfactory performance, poor attendance, excessive tardiness or misconduct, the following process will be utilized:

- Notify Leo Pacheco, Human Resource Partner for PAC at 210-485-0265, Fernando Espinoza, Human Resource Partner for SAC and SPC at 210-485-0231, Lori Manning, Human Resource Partner for NLC at 210-486-5368 and Stacey Blum, Human Resource Partner for NVC to 210-486-4111 to begin oral Discussion and Recommendation, along with suggestions for improving performance or changing behavior will be held.
- A formal written Disciplinary Notice, prepared by Alamo Colleges Office of Human Resources, will be discussed with the work-study student. The notice will detail: the problem, action to correct the problem, the time period for resolution, and the consequence if the problem is not resolved. The Disciplinary Notice is shared with the Alamo Colleges Office of Financial Aid and the Office of Human Resources.
- If the Disciplinary Notice does not resolve the problem, the Alamo Colleges Office of Human Resources (Leo Pacheco for PAC, Stacey Blum for NVC, Lori Manning for NLC and Fernando Espinoza for SAC and SPC) will discharge the work-study student from the employment.
- Major offenses such as insubordination, assault, or theft, are grounds for immediate discharge.

Risk Management

If student is injured for any reason while on the job and clocked in, please ensure that the student seeks medical attention quickly. Department supervisor will need to contact 1. The Financial aid advisor 2. HR Risk Management Director Michael Legg at 210-485-0206 or mlegg2@alamo.edu to ensure a full report is documented within 24 hours of incident.

ALAMO COLLEGES POLICIES

It is the policy of the Alamo Colleges to provide an educational, employment and business environment free of discrimination, harassment, and retaliation based on protected criteria. Students and employees are responsible for maintaining an educational environment free of discrimination, harassment, retaliation and complying with all policies. Alamo Colleges is committed to promoting the goals of fairness and equity in all aspects of its operations and educational programs and activities. The policies addressed in this document are subject to resolution using the Civil Rights Complaint and Resolution Procedure H.1.2.1, regardless of the status of the parties involved, whether members of the campus community, students, student organizations, faculty, administrators or staff.

For the complete version of each policy introduced below, click on <http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/H.1.2-Policy.pdf>

To report a concern regarding any of these policies, contact either District Financial Aid Associate Director, Ashley Brooks at abrooks30@lamo.edu (210.485.0620)

1. College District Policy on Nondiscrimination

Alamo Colleges adheres to all federal and state civil rights laws banning discrimination, harassment, and retaliation in public institutions of higher education and the workplace. Alamo Colleges will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency. Students and employees are required to comply with this policy. Retaliation in any form for having brought a complaint or report of discrimination or harassment based on any protected criteria, including sex and gender, is expressly prohibited.

2. College District Policy on Disability Discrimination and Accommodations

Alamo Colleges is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity, such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

3. College District Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a respectful working and educational environment, and Alamo Colleges is committed to providing a work and educational environment free of harassment based on protected class.

4. Sexual Harassment

Federal and Texas law regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Sexual harassment consists of:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual/gender nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, educational environment, or academic status, (2) submission to or rejection of such conduct by an individual is used as the basis of employment, educational, or academic decisions affecting such individual, or (3) such conduct is sufficiently severe, pervasive or persistent that it has the effect of unreasonably interfering with an individual's work, educational environment, or academic performance by creating an intimidating, hostile, or offensive working, educational, [residential] and/or social environment.

- **Consensual Relationships – Employees, Officials**

The College District seeks to maintain a professional educational and work environment.... Romantic or sexual relationships between trustees and students and between employees and their subordinates or students over whom they exercise authority are prohibited whether or not they result in sexual harassment.

- **Sexual Misconduct**

Sexual misconduct is a broad term used to encompass unwelcome conduct of a sexual nature that is prohibited by Title IX and Alamo Colleges. Sexual Misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex/gender discrimination, sexual assault, rape, stalking, and relationship violence (including domestic and dating violence).

5. College District Policy on Other Civil Rights Offenses

The following conduct is prohibited by College District Policy:

- (a) Threatening or causing physical harm...
- (b) Intimidation...
- (c) Hazing...
- (d) Bullying...
- (e) Violence between those in an intimate relationship...
- (f) Dating Violence...
- (g) Domestic Violence...
- (h) Stalking...
- (i) Hate Crimes...

6. College District Policy on Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a complainant or for assisting in providing information relevant a claim of harassment is a serious violation of College District policy and will be treated as another possible instance of harassment or discrimination.

7. Recognizing the Signs of Abusive Behavior and How to Avoid Potential Attacks

Alamo Colleges is committed to a safe and supportive learning and working environment for all students, staff, faculty, and visitors. We are dedicated to creating an environment that fosters safety for all by preventing and responding to incidents that are disruptive, threatening, abusive or violent.

8. Safe and Positive Options for Bystanders

A bystander is someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something. Intervening in abusive or potentially violent behavior first requires an ability to identify the warning signs and then consider whether the situation demands action. Before getting involved, the priority is to evaluate safe and positive ways to act to prevent or intervene. *If the situation is already violent or is escalating quickly, do not directly intervene. Call the police.*

9. Civil Rights Harassment/Discrimination & Sexual Violence Primary Prevention & Awareness

The Alamo Colleges Board of Trustees recognizes that prevention is a primary tool to help eliminate complaints of civil rights based harassment, discrimination; and retaliation conditions. Therefore, the Chancellor or designee shall take all necessary steps to prevent and eliminate sexual harassment...

FORMS TO BE SUBMITTED

The Alamo Colleges District is transitioning to online forms to cut back on paper waste.

1. Before a department may hire a student, the department work study supervisor must complete the on-Campus job description and submit to the Financial Aid advisor at their campus, unless you are a District support office, you will submit this form to the District work study contact.
 - a. [1819 On-Campus Job Descriptions](#)
2. Once the department has selected the student they would like to hire, a student agreement must be submitted to the Financial Aid advisor at their campus, unless you are a District support office, you will submit this form to the District work study contact. This form will indicate to the Work Study advisor the student you are interested in hiring and allow the Financial Aid office and HR office to set up the student's Employee Tab. Students may not begin to work until the department receives a start date from Financial Aid.
 - a. [1819 On-Campus Student Agreement Form](#)

**Alamo College District
Work Study Program
Employer Handbook**

Work-Study Time Sheet 2018-2019

Name: _____ Banner ID: _____

Organization: _____

Hourly Rate: \$9.00 Position No: W FOAP: _____
 (Enter FOAP only if it is different than assigned FOAP)

Pay period start Date: _____ Pay Period End Date: _____

Timesheets must be completed to the nearest quarter hour. Please refer to the schedule below to calculate minutes.
 15 Minutes= .25 hour 30 Minutes = .50 hour 45 Minutes= .75 hour

Date 201_	Month	Day	Time Worked				Daily Totals Use Decimals	Weekly Totals Use Decimals
			In	Out	In	Out		
SAT								
SUN								
MON								
TUE							_____	
WED								
THU								
FRI								
<hr/>								
SAT								
SUN								
MON								
TUE								
WED								
THU							_____	
FRI								
<hr/>								
SAT								
SUN								
MON								
TUE								
WED								
THU							_____	
FRI								

TOTAL HOURS WORKED THIS PAY PERIOD _____

We hereby certify that this time sheet is a true statement of the hours worked.

Signature of Employee

Date

Signature of Supervisor

Date

**Alamo College District
Work Study Program
Employer Handbook**

**Direct Deposit Authorization Form
College Work-study Employee Payroll & Expense Reimbursements**

Return Form to:

Payroll Department
811 W. HOUSTON ST., SUITE 204
SAN ANTONIO, TX 78207

Section I-Please Print

Employee Name: _____

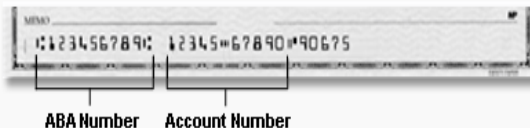
Employee Address: _____

City, State, Zip: _____

Email Address: _____

Section II- Checking or Savings

Your routing number is the 9-digit number located in the bottom left corner of your check.



Your account number is the set of numbers appearing just after the routing number or to the right of the check sequence number. Although your Account Number may contain spaces and symbols, do not type them.

Section III- Attachments

TYPE OF TRANSACTION: <input type="checkbox"/> START <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL	TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS _____ BANK ACCOUNT NUMBER	_____ ROUTING NUMBERS-CODE
FINANCIAL INSTITUTION	CITY, STATE, ZIP CODE	Banner ID: _____

STAPLE VOIDED CHECK, DEPOSIT SLIP OR LETTER ON BANK LETTERHEAD OF YOUR CHECKING ACCOUNT.

Section IV- Certification & Authorization

Depositor's Disclaimer:

By signing and submitting this document, the employee authorizes Alamo Community College District (AC) to electronically deposit funds to the specified bank account or the Payroll Pay Card in payment for REGULAR PAYROLL, **STUDENT REFUND** or expense reimbursements tendered to the District (at AC's discretion, may not include supplemental payroll runs). If the employee is not entitled to funds deposited to the account, AC is further authorized to direct the financial institutions to reclaim those funds.

This authorization is to remain in full force until AC has received written notification of the employee's desire for termination or change. By signing this document, I fully acknowledge Federal Reserve Electronic Transfer Services will be used to transmit deposits. It is understood a deposit is not guaranteed until the actual funds are received by my financial institution. If applying for the Payroll Pay Card, I acknowledge I will receive and agree to be bound by the terms and conditions of the bank deposit agreement and will be subject to AC negotiated fees.

Vendor/ Employee Signature: _____ Date: _____

Signer's Printed Name: _____ Signer's Printed Title: _____