

Office of Experiential Learning
Office of Student Financial Aid

ALAMO COLLEGES
DISTRICT
Community-Based
Federal Work-Study
Program
Employer Handbook
2018-2019



ALAMO
COLLEGES
DISTRICT

ALAMO COLLEGES DISTRICT
Community-Based Federal Work-Study Program
Employer Handbook



July 1, 2018

Dear Community-Based Agency Administrator,

Thank you for partnering with Alamo Colleges District to employ a federal work-study student(s). Through this partnership, we will strengthen our community as we provide college students with the opportunity to apply academic knowledge while developing valuable workforce skills and insights. Now in its fourth year, this work-study program has already demonstrated great benefit to students and agencies.

You will find that Alamo Colleges District students who have applied to earn their work-study award by working at a community agency are eager to learn, serve, and want to do well on the job. I encourage you to clearly describe the agency's expectations of them, provide adequate guidance and feedback, and treat the work-study student(s) as a true employee.

The success of this opportunity for college students and for community agencies will contribute to the strengthening of services to the community and the lives of the clients served.

I look forward to soon hearing how our partnership has impacted your agency and the community you serve.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce Leslie", with a long, sweeping underline.

Dr. Bruce Leslie
Chancellor

201 W. Sheridan | San Antonio, TX 78204-1429 | (210) 485-0020 | alamo.edu

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FIRST STEPS

Your perspective Alamo Colleges District work-study employee is required to complete specific tasks and attend two events as follows:

1. The student has received the Alamo Colleges District CBFWS *Student Handbook* to read.
2. The student is required to attain a 90+ on the Handbook Quiz (online, link is in the Handbook).
3. The student will contact you to set a start date once the required Quiz score as been attained.
4. The student is required to attend the CBFWS Orientation on the last Friday of the month they have been hired (from 12:30pm to 4:30pm).
 - a. Please adjust the student's work schedule to allow them to attend the Orientation.
 - b. The student is paid for these training hours and may log up to 23 work hours that week.
5. The student is required to attend the Semester Debrief session on November 16th (fall) and April 12th (spring) from 10am to 12pm *OR* 12pm to 2pm.
 - a. Please adjust the student's work schedule to allow them to attend the Debrief Session.
 - b. The student is paid for these training hours and may log up to 21 work hours that week.

At end of this Handbook are three forms that need to be addressed:

1. Community-Based Federal Work-Study Student Agreement (page 15)

On the work-study student's first day of employment, the student and the **immediate supervisor** complete the Community-Based Federal Work-Study Student Agreement which outlines expectations and which allows for the work schedule to be discussed and completed. Upon completion of this form, the immediate supervisor sends an electronic copy of the form to the Associate Director of Financial Aid (abrooks30@alamo.edu)

2. Community-Based Federal Work-Study Timesheet (page 16)

Work-study students must complete a paper and an electronic timesheet on a daily basis. At the end of the pay period, the paper timesheet is signed by student and the **immediate supervisor**. The supervisor scans and emails the paper timesheet to the Associate Director of Financial Aid (abrooks30@alamo.edu) within two (2) business days of the end of a pay period.

3. Student Evaluation by Agency (page 17)

At the end of the semester, agencies complete the Student Evaluation by Agency. A copy of the evaluation is given to the student and a copy emailed to the Office of Experiential Learning (mtrevino114@alamo.edu). Consideration might be given to discussing with the work-study student the items on the evaluation form on the first day of employment.

WELCOME FROM THE DIRECTOR OF FEDERAL FINANCIAL AID

Dear Employer,

Welcome to the Alamo Colleges District Community-Based Federal Work-study Program! Thank you for partnering with Alamo Colleges District to better serve the community while educating tomorrow's leaders.

Through this opportunity, students will apply knowledge and skills to real-world work situations, have the chance to meet professionals in their chosen career pathway and have the distinctive opportunity to gain a greater understanding of the needs of our community. The Alamo Colleges District Community-Based Federal Work-Study Program is designed to allow students to earn money while they attend classes, develop leadership skills and gain a better understanding of our community's needs.

I encourage you to read this handbook thoroughly and refer back to it if questions arise later. Additionally, I recommend that if you have questions, that you reach out to one of the several individuals at Alamo Colleges District who may be able to answer your question. We welcome the opportunity to resolve questions or issues promptly.

Please contact the individuals below if you need assistance in resolving a question or issue:

District Financial Aid	Ashley Brooks	Associate Director	abrooks30@alamo.edu	485.0620
Experiential Learning	Martha Trevino	Director	mtrevino114@alamo.edu	486.5900
Experiential Learning	Katherine Driscoll	Academic Program Specialist	Kdriscoll2@alamo.edu	486.5083
Human Resources	Leo Pacheco	HR Partner	lpacheco@alamo.edu	485.0265

I wish you the best as you serve our community and provide the opportunity for Alamo Colleges District students to gain a meaningful work experience.

Sincerely,

Harold Whitis

Harold Whitis, Ed.D.
Director of Financial Aid

OVERVIEW

Description

The Alamo Colleges District Community-Based Federal Work-Study Program matches federal financial aid-eligible students with part-time jobs with agencies, both non-profit and governmental, serving the public interest. These jobs help develop students' career and academic interests and increase their commitment to participating in positive social change. Agencies hiring Alamo Colleges District community-based federal work-study students benefit by adding to their staff, enjoying the fresh perspective of a new employee, and have the opportunity to become familiar with the emerging workforce.

Benefits

Students have the potential to

- Gain career pathway experience
- Acquire additional clarity on their career choice
- See the community's needs and contribute to the welfare of others
- Make contacts with professionals who can help students later when seeking a job
- Obtain other opportunities such as an internship or a job

Benefits to Agencies

- Gain a part-time employee at a shared cost
- Gain insight into today's talent pool
- Become familiar with Alamo Colleges District
- 48% of the 60K+ Alamo Colleges District students receive financial aid who represent all career pathways (majors)
- Students can work up to 19 hours per week, during the academic year
- Employers conduct their own hiring and selection process
- Alamo Colleges District handles all payroll processing

WORK SCHEDULE

Work Hours

A maximum of nineteen (19) work hours per week is allowed based on the student’s financial need.

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, nor during semester transition periods or college holidays. If work is done during such periods, written justification from the student and supervisor may be required to be approved by the Office of Student Financial Aid before payment of wages is allowed. The following table lists the semester transition periods and holidays for 2018-2019.

Alamo Colleges District 2018-2019 Work-Study Student Holiday and Semester Transition Periods	
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 2, 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

Beginning and Ending Dates

Work-study students may begin work after the first day of classes of the semester. The final day to work each semester is the last day of the semester. Only students with a secured enrollment for the subsequent semester may be considered for employment for the following semester.

Meal and Comfort Breaks

Work-study students are eligible for fifteen minutes breaks and a 30-minute unpaid lunch break for every four hours worked. An hour unpaid lunch break unpaid is encouraged for students who work eight hours or more in one day. Supervisors are to clarify meal and comfort break times that meet the needs of both the agency and the student.

ORIENTING WORK-STUDY STUDENTS

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Alamo Colleges District seeks for the community-based work-study students to have a real-world work experience to prepare them for their career upon graduation. While there are federal employment regulations which must be adhered to, agencies are welcome to engage students as typical part-time employees. Below is a checklist of the required elements of employing a federal work-study student as well as other well-known practices for creating a loyal employee whose organizational commitment is recognized in the employee’s quality of work.

Work-Study Student Orientation Checklist		
Required		
1.		Assign immediate supervisor
2.		Develop a work schedule (submitted on the Work Schedule Form, copy in this Handbook)
3.		Provide continual supervision
4.		Assign a work station, show where to find assignments and where to secure personal belongings
5.		Describe specific duties and responsibilities (assign meaningful and significant tasks)
Recommended		
6.		Discuss absences and expectations for calling in
7.		Discuss appropriate dress and grooming
8.		Explain how the office operates and the general reporting structure
9.		Discuss performance expectations, including quality and quantity standards
10.		Share information about the relationship of the students’ work to the agency’s activities
11.		Discuss confidentiality, including posting of information and photos on social media
12.		Introduce student to co-workers
13.		Provide a briefing on the agency priorities, history, culture, current events
14.		Describe the goals and objectives of the department
15.		Allow student to observe other staff members working for a brief period
16.		Update student on policy and procedure changes that may affect employment
17.		Summarize the orientation information in writing
Remarkable		
18.		Assign a non-supervisory mentor for the student to consult with informally
19.		Host a coffee or work break session for a “greet and meet” with co-workers
20.		Assure entry-level employees that work-study students will not be taking their jobs
21.		Encourage employees to reach out to the students to develop their own leadership skills
22.		Consider hiring a second student to facilitate the transition into the work environment
23.		Provide a procedure manual to which work-study students can refer

COMPENSATION

Calendar

Alamo Colleges District 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 the 15th 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.

Signed timesheets must be submitted within two (2) business days of the end of a pay period.

2018 - 2019					
WEB and DEPARTMENT TIME ENTRY					
TIMESHEET DUE DATES					
Pay Period		Due Date	Pay Date	Payroll Office Use Only	
08/16/18	- 08/31/18	09/05/2018	09/15/2018	SL17	
09/01/18	- 09/15/18	09/19/2018	09/29/2018	SL18	
09/16/18	- 09/30/18	10/03/2018	10/13/2018	SL19	
10/01/18	- 10/15/18	10/18/2018	10/31/2018	SL20	
10/16/18	- 10/31/18	11/02/2018	11/15/2018	SL21	
11/01/18	- 11/15/18	11/18/2018	11/30/2018	SL22	
11/16/18	- 11/30/18	12/04/2018	12/15/2018	SL23	
12/01/18	- 12/15/18	12/11/2018	12/19/2018	SL24	
12/16/18	- 12/31/18	01/04/2019	01/12/2019	SL1	
01/01/19	- 01/15/19	01/17/2019	01/31/2019	SL2	
01/16/19	- 01/31/19	02/02/2019	02/15/2019	SL3	
02/01/19	- 02/15/19	02/19/2019	02/28/2019	SL4	
02/16/19	- 02/28/19	03/01/2019	03/09/2019	SL5	
03/01/19	- 03/15/19	03/20/2019	03/29/2019	SL6	
03/16/19	- 03/31/19	04/03/2019	04/13/2019	SL7	
04/01/19	- 04/15/19	04/17/2019	04/30/2019	SL8	
04/16/19	- 04/30/19	05/02/2019	05/15/2019	SL9	
05/01/19	- 05/15/19	05/17/2019	05/31/2019	SL10	
05/16/19	- 05/31/19	06/05/2019	06/14/2019	SL11	
06/01/19	- 06/15/19	06/19/2019	06/28/2019	SL12	
06/16/19	- 06/30/19	07/03/2019	07/12/2019	SL13	
07/01/19	- 07/15/19	07/17/2019	07/31/2019	SL14	
07/16/19	- 07/31/19	08/02/2019	08/15/2019	SL15	
08/01/19	- 08/15/19	08/17/2019	08/31/2019	SL16	
08/16/19	- 08/31/19	09/05/2019	09/14/2019	SL17	

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Pay

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

Timesheet

Timesheets are used to record the hours and amount of hours worked. A timesheet and Web Time Entry (WTE) submission is required for a paycheck to be generated after each pay period.

Work-study students must complete a paper **and** an electronic timesheet on a daily basis to avoid misreporting of actual hours worked.

At the end of the pay period, the paper timesheet is signed by student and the supervisor. The supervisor scans and emails the paper timesheet to the Associate Director of Financial Aid (abrooks30@alamo.edu) on the due date. The work-study student finalizes the WTE entries and submits the electronic timesheet for approval.

The Associate Director of Financial Aid will compare the paper timesheet to the WTE submission before approving the student's submittal for payment. Below is a sample timesheet and at the end of this handbook is a printable version of the document.

ALAMO COLLEGES DISTRICT
Community-Based Federal Work-Study Time Sheet

Name: _____ Banner ID: _____
Organization: _____
Hourly Rate: \$9.00 Position No: W02992 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 2011	Month	Day	Time Worked				Daily Totals (Use 23 Minutes)	Weekly Totals (Use 23 Minutes)
			IN	OUT	IN	OUT		
Jan								
Jan								
Jan								
Tue								
Wed								
Thu								
Fri								
Jan								
Jan								
Jan								
Tue								
Wed								
Thu								
Fri								
Jan								
Jan								
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 _____
This form must be completed in Blue or Black Ink ONLY

Payroll Contact Information

If a student has an issue with their pay check or timesheet they may contact the Associate Director of Financial Aid. The Alamo Colleges District Office of Payroll will be contacted to resolve the student's issue.

EMPLOYMENT STATUS

Continuing Employment

Work-study students may continue at the same position in subsequent enrollment periods as long as they and the employer maintain work-study program eligibility and the employers offer the position to the student. The student must meet the requirements below. The employer and the student will be notified of the student's eligible to resume employment by the dates listed below.

Period	Requirements	Notes
Fall-to-Spring	<ol style="list-style-type: none"> 1. Meet the Satisfactory Academic Progress (SAP) criteria <ol style="list-style-type: none"> a. 2.0+ cumulative GPA b. 67% cumulative completion rate¹ c. 99 maximum attempted hours of college level courses 2. Have a Spring award on the student financial aid account 3. Be enrolled in ≥6 Spring credit hours at home college 	<ul style="list-style-type: none"> • Students do not reapply for work-study. • Students continue with current CBFWS position, unless they request a change.² • Student and CBFWS supervisor will be notified by email by January 1st of the student's eligibility to resume work.
Spring-to-Summer	<ol style="list-style-type: none"> 1. Meet the Satisfactory Academic Progress (SAP) criteria <ol style="list-style-type: none"> a. 2.0+ cumulative GPA b. 67% cumulative completion rate¹ c. 99 maximum attempted hours of college level courses 2. Submit Summer Application via ACES by May 31st 3. Be enrolled in ≥6 Summer³ credit hours at home college 4. Complete FAFSA application for the Fall <ol style="list-style-type: none"> a. On file at Alamo Colleges b. All requirements completed 5. Be enrolled in ≥6 Fall credit hours at home college 	<ul style="list-style-type: none"> • Students do not reapply for work-study. • Students continue with current CBFWS position, unless they request a change.² • Only students graduating or transferring at the end of the Spring semester who are enrolled for the summer terms are eligible to work until June 30th. • Student and CBFWS supervisor will be notified by email by May 31st of the student's eligibility to resume work.
Spring-to-Fall	<ol style="list-style-type: none"> 1. Meet the Satisfactory Academic Progress (SAP) criteria <ol style="list-style-type: none"> a. 2.0+ cumulative GPA b. 67% cumulative completion rate¹ c. 99 maximum attempted hours of college level courses 2. Complete FAFSA application for the next year <ol style="list-style-type: none"> a. On file at Alamo Colleges b. All requirements completed 3. Be enrolled in ≥6 Fall credit hours at home college 	<ul style="list-style-type: none"> • Students do not reapply for work-study. • Students continue with current CBFWS position, unless they request a change.⁴ • Student and CBFWS supervisor will be notified by email by August 15th of the student's eligibility to resume work.

¹ Completed hours ÷ attempted hours

² Contact the Associate Director of Financial Aid or the Director of Experiential Learning

³ Any combination of the following sessions: Maymester, SSI or SSII

Student Terminating Employment

- Work-study students can terminate their work-study employment at any time.
- To initiate a termination, the student must submit notification to the supervisor.
- The work-study student inputs the appropriate information on the student Web Time Entry electronic timesheet.
- If eligible, the student may reapply for a different position during the same semester.

Transferring Jobs

There is no method to “transfer” work-study positions. A work-study student must fully terminate their employment with the original position before an application for a new job can be accepted. The new application for a new position will be considered along with other applications for the same position. No guarantee can be made to any student on the selection for a job nor can a promise of employment be made for a job by any representative of Alamo Colleges District or a non-profit agency.

DISCIPLINE

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

1. Notify Leo Pacheco, Human Resource Partner at 210-485-0265 lpacheco@alamo.edu to begin oral Discussion and Recommendation, along with suggestions for improving performance or changing behavior will be held.
2. A formal written Disciplinary Notice is prepared by Alamo Colleges District Office of Human Resources and 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 District Office of Financial Aid and the Office of Human Resources.
3. If the Disciplinary Notice does not resolve the problem, the Alamo Colleges District Office of Human Resources (Leo Pacheco) will discharge the work-study student from the employment.
4. Major offenses such as insubordination, assault, or theft, are grounds for immediate discharge.

Evaluation of Student Performance

At the end of the semester, agencies will be requested to complete an evaluation on the student's performance (form found at the end of this Handbook) and to discuss the assessment with the student. A copy of the evaluation should be given to the student and a copy emailed to the Office of Experiential Learning (mtrevino114@alamo.edu).

Consideration can be given to conduct a formative assessment of the student in mid-semester to give the student the opportunity to become familiar with the evaluation experience and to remedy any performance issues that may be occurring. This formative assessment does not need to be submitted to Alamo Colleges District.

ALAMO COLLEGES DISTRICT POLICIES

It is the policy of the Alamo Colleges District 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 District 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@alamo.edu (210.485.0620) or Experiential Learning Coordinator, Martha Trevino at mtrevino114@alamo.edu (210.485.0841).

1. College District Policy on Nondiscrimination

Alamo Colleges District 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 District 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 District 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 District is committed to providing a work and educational environment free of harassment based on protected class.

b. 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.

1. 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.

c. 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 District. 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).

4. 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 to a claim of harassment is a serious violation of College District policy and will be treated as another possible instance of harassment or discrimination.

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

Alamo Colleges District 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.

10. 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.*

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

The Alamo Colleges District 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...

COMMUNITY-BASED FEDERAL WORK-STUDY
STUDENT AGREEMENT

Student	College of Record	Banner ID
_____	_____	_____
ACES email	2nd email	1 st Phone
_____	_____	_____
_____	_____	_____
Supervisor Name	Title	Phone
_____	_____	_____
Agency	Address	Email
_____	_____	_____

I, _____, understand by initialing each item below and signing this agreement I must comply with all rules and policies as established by my Employer and the Office of Financial Aid. I agree to fulfill to the best of my ability, with honesty and integrity, the duties and responsibilities that are required of me.

- I will develop a work schedule (below) with my supervisor, report to work on time, and work as scheduled.
- I will call my supervisor immediately if I need time off, have an emergency, am too ill to work, or will be late.
- I will work the agreed work schedule and not work during enrolled class time or college breaks or holidays.
- I will not work more than *19 hours per week* unless otherwise stated.
- I will keep accurate timesheets and submit them to my supervisor in a timely manner.
- I will request for and comply with the dress code provided by my supervisor.
- I will refrain from studying and cellphone use for calls, texts and social media while at work.
- I will reduce my work hours or resign to avoid *over-award* if I receive other financial aid awards.
- I understand that I risk termination if I perform my work unsatisfactorily, or develop a pattern of tardiness or fail to contact my supervisor, with ample notice, about an absence.
- I understand I will be terminated if I falsify a timesheet.
- I understand I will be terminated if I fall below 6 college hours and do not retain a GPA of ≥ 2.0 .

Signatures

Student	Date
_____	_____
Supervisor	Date
_____	_____

Student Work Schedule						
Semester _____			Year _____			
Monday		Wednesday		Friday		Sunday
Tuesday		Thursday		Saturday		

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COMMUNITY-BASED FEDERAL WORK-STUDY
TIMESHEET

Complete in blue or black ink; submit within two business days

Name: _____ Banner ID: _____

Organization: _____

Hourly Rate: \$9.00 Position No: W09997 FOAP: _____ (for office use only)

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

Report time to the nearest quarter hour: 15 minutes = .25 hour; 30 minutes = .50 hour; 45 minutes = .75 hour

Date 201__	Month	Day	Time Worked				Daily Total <small>use decimals</small>	Weekly Totals
			In	Out	In	Out		
Sat								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								

TOTAL HOURS WORKED _____

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

Signature of Employee Date

Signature of Supervisor Date

STUDENT EVALUATION BY AGENCY

Student's Name: _____

Agency Supervisor: _____ Agency: _____

Using the following scale (5, exceeded expectations to 1, failed to meet expectations), rate the student's performance:

The work-study student...	5	4	3	2	1	N/A
1. came to work as scheduled						
2. arrived to work on time						
3. came to work prepared to work						
4. came to work dressed appropriately						
5. took ample initiative						
6. responded professionally to guests and clients						
7. complied with agency practices and regulations						
8. showed effective management of time						
9. completed tasks well						
10. used good communication skills						
11. worked well with others						
12. overall performance						

What impact did the student make on the agency?

What was exceptional about this student?

What challenges did you experience with this student?

Other comments.

 Signature of Supervisor Date

 Signature of Student Date