

Chattanooga State Community College

Student Employment Guide



Financial Aid

Revised, January 2012

The Guide is designed to provide general information for student employment at Chattanooga State Community College. Contact the Financial Aid office for specific information.

FEDERAL WORK STUDY

Federal Work Study (FWS) is a form of financial aid. The FWS program provides part-time employment to help students defray the cost of attendance. The federal government pays 75% of the student's earnings and the employer's department pays the remaining 25%. Income earned through the FWS program does not have to be repaid.

Eligibility

The *Free Application for Federal Student Aid (FAFSA)* and all financial aid requirements needed by the institution must be completed to receive any federal assistance. Students must demonstrate financial need through the FAFSA.

Additionally, students must maintain Satisfactory Academic Progress to be allowed to participate in the Federal Work Study Program and maintain at least half-time enrollment to qualify for the program. If a student drops below half-time enrollment at any point during the term, the student is immediately terminated from the program.

Students should submit a *Federal Work Study Request Form* via TigerWeb. Federal Work Study funds are limited and therefore it is awarded on a first-come, first-serve basis until the funds are depleted. Awards will be cancelled for students who do not web-accept the award and secure employment in a timely fashion. A student cannot receive federal work study for more than (6) semesters.

Dual Enrollment and/or Middle College Students are considered "special" students and therefore are not allowed to work as student workers.

Job Posting

It is the student's responsibility to find a Federal Work Study job on campus. Federal Work Study funded jobs may be viewed by students on the Financial Aid homepage at http://www.chattanoogaastate.edu/financialaid/student_employment/

Listed below are the required employment forms to be completed by the student and the supervisor prior to working:

- Student Employment Contract
- Form I-9, Employment Eligibility Verification
- Form W-4, Employee's Withholding Allowance Certificate
- Copy of Driver's License
- Copy of Social Security Card

A student cannot hold more than one Federal Work Study job at a time. Also, students cannot be classified as a Federal Work Study participant and an employee of the institution.

Hours and Pay

The student and supervisor should establish a work schedule that is acceptable to both parties. Students can work up to but no more than 20 hours a week while classes are in session. Overtime is not authorized for student employees under any circumstances. If a student works over 6 hours, they are required by federal law to take a 30 minute break. Falsification of reported hours will result in termination from the program. Time worked should be recorded in quarter periods.

EXAMPLE:

15 minutes = .25

30 minutes = .50

45 minutes = .75

Federal work study students are not authorized to work between July 1 and July 10 to allow year end closing of funds and to validate that all students that are scheduled to work for the upcoming fiscal year are eligible to receive federal funds.

Students are paid once a month (on the last business day of the month) in the form of a check mailed to the students mailing address on file at the institution. Student employment pays the federal minimum wage in effect at the time of employment unless otherwise noted. As of **July 11, 2009**, the federal minimum wage is **\$7.25**.

Students are exempt from Federal Insurance Contributions Act (FICA) taxes as long as the student is enrolled in a minimum of 6 hours (half time). FICA tax is a government tax to fund Social Security and Medicare. The employee's share is 6.2% of gross pay for Social Security and 1.45% of gross pay for Medicare. However, all students are subject to federal and state income taxes.

Federal Work Study students are eligible to earn up to the amount awarded on their student account. Any portion of the award that remains unearned will be forfeited, as it cannot be transferred to a subsequent award period. Students can view the amount they have been paid-to-date by the following instructions:

- Log In to TigerWeb
- "Click Here to Enter"
- Click on the "Financial Aid" tab
- Click on "Financial Aid Status"
- Select the Aid Year
- Click on "View Your Financial Aid History"

Student Regulations

1. Students cannot work during class time.
2. Students are not allowed to use the institution's computers or equipment for the purpose of doing assignments while at work. Students are not paid to study.
3. Telephones are not to be used for personal use during work hours.
4. Friends should not visit with students while at work.
5. Dress appropriately for the job.
6. Students are expected to give regular, punctual, efficient, and cooperative performance on the job.
7. It is the responsibility of the student to notify the supervisor in advance if he/she is not able to report for work on time or unable to attend work.

Drug-Free Policy

The unlawful manufacture, distribution, possession, or use of alcohol and illicit drugs on the Chattanooga State campus, on property owned or controlled by the College, or as part of any activity of the College is strictly prohibited. All employees, students, and visitors are subject to all applicable federal, state, and local laws related to this matter. Any violation of this policy will result in disciplinary actions.

Possible maximum penalties for first-time violations include: (1) Supervised release, (2) Imprisonment for a period up to life, (3) Fines of up to \$4,000.00, or (4) Any combination of the above. These sanctions are doubled when the offense involves distribution or possession at or near a school or college campus, or distribution to persons less than 21 years of age.

The College will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one (1) or more of the following: (1) Letter of warning, (2) Probation, (3) Suspension, (4) Termination, (5) Mandatory satisfactory completion of a drug/alcohol abuse or rehabilitation program, or (6) Referral for prosecution.

Possible disciplinary action for students who fail to comply with the terms of this policy may include the following: (1) Warning, (2) Reprimand, (3) Probation, (4) Suspension, (5) Expulsion (6) Mandatory satisfactory completion of a drug/alcohol abuse or rehabilitation program, or (7) Referral for prosecution.

Drug Testing

Employees are prohibited, while on duty or on college property, from being under the influence of alcohol or illicit drugs. If the College has reason to believe that an employee is under the influence of alcohol or illicit drugs, it may require the employee to submit to drug testing. A positive drug test will result in immediate termination.

SUPERVISORS

Student Workers (Federal vs. Institutional)

Students awarded Federal Work Study funds are notified via their campus e-mail account. The award amounts are generally \$4400.00 (\$2200.00 for fall and \$2200.00 for spring). If a student was not awarded Federal Work Study funds and are hired as a student worker they are an Institutional Work Study student and the department is responsible for 100% of the student's pay.

Supervisors are responsible for verifying if a student is awarded Federal Work Study prior to completing the employment contract. Supervisors can verify this information by requesting the student to print their Financial Aid Award page from Tiger Web or their Federal Work Study award email.

Job Listing

If your department would like to publicize or update a Federal Work Study position on the job listing webpage (http://www.chattanoogaastate.edu/financialaid/student_employment/) send a notification to karis.valentine@chattanoogaastate.edu with the department, supervisor, contact number, number of positions and position description. Supervisors must insure they have student worker funds in the department's budget.

Employment Contract and Documents

ALL work study students must submit a new contract each academic year in order for a time card to be established and supervisor's must receive an authorization email prior to the student working. Please follow the instructions below to complete the contract:

1. Login to Tiger Web
2. Click on the My Work Tab
3. Scroll to the Financial Aid Section under the My Work – Forms Channel
4. Select the Student Employment Contract (You will be redirected to the Dynamic Forms webpage)
5. If you are a new user create an account. Returning users login to Dynamic Forms.

6. Click Complete This Form
7. Enter the Student's Name and Chattanooga State Email Address
8. Press Save and Continue to Form
9. Complete the Supervisor Section ONLY
10. Click Next
11. Sign Electronically

****The student will be notified via email to complete the student section of the form. To ensure faster processing time, the supervisor should advise the student when they have completed their section.****

First time student workers must also submit a W-4 and I-9 Form along with a copy of their Driver's License and Social Security Card. Supervisors must complete, sign and date Section 2: Employer Review and Verification of the I-9 certifying that they have reviewed the original documents.

Time Cards

Timecards are sent electronically each month and are due **NO LATER THAN NOON ON THE 10th**. If the 10th falls on a weekend, timecards are due the Friday prior to the 10th by noon. Late timecards will be paid the following month. Forward the signature page via interoffice mail by the following week.

CONTACT INFORMATION

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