



> **Own Your Future**

Work-study Student Handbook

**Prepared By
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Introduction

Work-study employment is intended to be a learning experience, benefiting and related to the student's educational and career exploration goals and enhancing future employment opportunities. It exists to provide employment opportunities for eligible students and to help finance their college education. By earning money to help finance their education, students will also reduce their need to use loans and decrease their future debt obligations. We hope you'll find the following information useful as you search for a work-study position for TCC!

What is Work-study?

Work-study is a type of financial aid awarded to students based on an evaluation of financial need. It is not awarded to an employer. Work-study is a highly desirable type of aid and funds are limited; therefore, students **must** meet all financial aid deadlines.

It is possible for a student's award amount to change before and during the academic year. This can occur when a student receives additional aid or other financial resources designated to cover college expenses. The Financial Aid Office will inform the student and supervisor of any changes to a student's award.

Types of Work-study

Federal Work-study: The Federal Work-study program is funded by the federal government and is awarded to needy students to help finance the costs of their education through part-time employment. Hourly wages cannot be lower than the federal minimum wage and may differ by the position and organization. The positions may be located on-campus and off-campus. If located off-campus, the organization must have a contract with TCC before the student can begin working. The program reimburses employers for part of the students' wages.

State Work-study: The State Work-study program is funded by the State of Washington and is awarded to needy students to help finance the costs of their education through part-time employment. Hourly wages must pay the same wage rate to both State Work-study students and those in the company doing similar work and are not students. State Work-study must also be in a field related to the student's career interest wherever possible. Positions may be located on-campus and off-campus. If located off-campus, the organization must have a contract with TCC and the Washington State Achievement Council before the student can begin working. The program reimburses the employers for part of the students' wages.

How Do I Determine If I'm Eligible for Work-Study?

To apply, the student should indicate "yes" they are interested in work-study on the FAFSA. To be eligible, the student must have a completed file, be reviewed by the Financial Aid Office and have received a work-study offer on their award letter. Based on the availability of funds, priority awarding is given to students who meet the Financial Aid Office deadline in March. If a student is interested in work-

study but did not receive an offer, they may complete a Work-study Waitlist form at the Financial Aid Office.

If offered work-study, the student should apply directly with each supervisor. The student may view the open positions on the TCC website under Costs and Aid → Types of Aid → Work-study → Look for available positions now! Or, by clicking on the Work-study tab on the portal under Financial Aid and Scholarships → Work-study → Work-study Openings.

If hired, students should pick up a Student Employment Agreement packet from the Financial Aid Office.

Tacoma Community College does not guarantee that a student will be hired in a work-study position.

Summer Work-study

Students apply separately for summer work-study. The supervisors will request needed positions in a similar fashion to requesting positions for the fall/winter/spring.

Summer work-study employment begins on July 1.

Student Responsibilities

- ✚ Students must be registered for **at least six credits per quarter** (during the academic year—fall, winter & spring quarters) and must notify the financial aid office if their enrollment (credit) levels change.
- ✚ Students must remain in good academic standing with the Financial Aid Office and with Tacoma Community College in order to continue work-study employment.
- ✚ Work-study students are subject to college policies and procedures relating to worker rights and responsibilities.
- ✚ Student work-study earnings **cannot** exceed an award amount.
- ✚ Students are only paid for time worked. There is no pay for sick leave, vacations, holidays and other time not worked (such as meal breaks).
- ✚ **Work-study students may not work more than 19 hours per week** (depending upon award amount) while classes are in session. The award amount and the average hours per week that a student may work are found on the student copy of the Student Employment Agreement.
- ✚ A student may not work during the time that they are scheduled to be in a class.
- ✚ Students are entitled to a 15-minute break for a shift of 4 consecutive hours. If a student works for 5 or more consecutive hours, he or she must be provided with a 30 minute unpaid meal break. This break is in addition to the 10 minute paid break. Break and meal periods may not be accumulated and taken at the end of a shift. For example, students cannot skip a break to leave early.

- ✦ Students are expected to be punctual. If they are delayed, they are expected to call before or within fifteen minutes of expected time of arrival.
- ✦ Students are expected to complete assigned duties on the job and to not conduct personal business while at work.
- ✦ Students may not use office equipment (telephone, fax, copy machine, computer, and internet) for personal use.
- ✦ Work-study students are expected to keep student, client, staff, college, and business records confidential.
- ✦ Students are expected to work with a cooperative and positive attitude.
- ✦ Student workers are expected to dress appropriately for the position and the department's expectations.
- ✦ When asked to do a job for someone other than their immediate supervisor, they must clear it with their immediate supervisor first.
- ✦ Students should submit hours worked daily into the electronic timekeeping system. Failure to do so may delay paychecks.
- ✦ Students should report any job related accident immediately.
- ✦ Students need to re-apply for financial aid each year according to the published deadline dates. Students should apply early to be considered for work-study.
- ✦ Students must submit all required employment paperwork to the Financial Aid Office prior to beginning work-study employment.

Payroll Information

It is important for both the student and supervisor to remember that timecards must be processed by the deadline in order to receive a paycheck. The timecard can be accessed through the TCC portal. We suggest that the student enter their time on a daily basis. The student's first paycheck will be a paper check and mailed to their address. Timecards are submitted electronically to the Payroll office, by the published due date. In most cases, the due date is the 15th and last day of the month.