2014-2015 WORK-STUDY PROGRAM NON-PROFIT AGENCY EMPLOYER HANDBOOK
PURPOSE OF THIS HANDBOOK

This handbook establishes the relevant policies and procedures that govern local agencies’ participation in the WORK-STUDY PROGRAM (WSP) as non-profit employers. It is an extension of the WORK-STUDY PROGRAM AGREEMENT signed between each agency and the UNIVERSITY OF CALIFORNIA, SANTA BARBARA (UCSB).
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GENERAL OVERVIEW

THE PURPOSE OF THE WORK-STUDY PROGRAM

The purpose of the WORK-STUDY PROGRAM (WSP) is to encourage part-time employment of UCSB undergraduate and graduate students, to provide them with positive working experience, and thereby to help them defray the cost of education.

To the maximum extent practicable, WSP positions should complement and reinforce the student employee’s academic and/or career goals, serve the public interest and, whenever possible, directly involve the student employee in community service activities.

ADMINISTRATIVE ROLES AND RESPONSIBILITIES

The Office of Financial Aid and Scholarships (OFAS) WSP staff administers the Program and performs most of the University- and WSP-related employment and payroll functions for students hired.

The HIRING AGENCY acts as the student’s employer and must observe all conditions set forth in this handbook and in the WORK-STUDY PROGRAM AGREEMENT.

THE WORK-STUDY AWARD

The Work-Study Award represents the MAXIMUM ALLOWABLE GROSS WAGE the student may earn through work-study during the CURRENT ACADEMIC YEAR, of which no unearned portion may carry forward into summer or the next academic year. The Award:

a. Divided by the student’s hourly rate of pay renders the (maximum) number of hours the student may work or continue to work through WSP.

b. Appears on the OFF-CAMPUS REFERRAL, LETTER OF CLEARANCE, WORK-STUDY REVISION and AGENCY POST-PAYROLL REPORTS.

c. Is subject to revision and may increase or decrease during the course of the academic year. In such event the WSP staff will immediately notify the employing agency by way of the WORK-STUDY REVISION form.

d. Is contingent upon the student’s continued WSP eligibility. WSP staff will immediately alert the employer if said eligibility lapses or is withdrawn. In such event the employer may continue the student’s employment but not through WSP.

RELATED COST(S)

As a non-profit WSP employer, the agency’s out-of-pocket expense will amount to fifty percent (50%) of the gross WSP wage actually earned by the student employee(s) and reflects your:

a. MATCHING SHARE of payroll expense, assessed at forty percent (40%) of the gross WSP wage earned;

b. ADMINISTRATIVE FEE assessed at ten percent (10%) of the gross WSP wage earned. This income partially offsets the Program’s administrative cost to the University.

NOTE:
- Student applicants self-select positions which interest them. UCSB does not place the students nor do we act as a placement agency.
- UCSB appropriation for WSP pays the remaining fifty percent (50%) of payroll expense.
- Earnings in excess of the student’s initial and/or revised WSP Award is the employer’s sole responsibility at 100% cost.

EMPLOYMENT

WORK-STUDY EMPLOYMENT PERIOD

The employment period for the WORK-STUDY PROGRAM is:

a. Confined to the current academic year; and

b. Specifically defined by BEGIN and END DATE on the LETTER OF CLEARANCE.

HOURLY RATE OF PAY

Federal guidelines require that WSP recipients be paid an hourly rate and the rate:

a. Be established by the employing agency;

b. At or above the current federal minimum wage $9.00 per hour;

c. Meet the prevailing rate at which persons with those same:
• Job related skills and abilities
• Education and/or experience
• Level of responsibility and/or authority are paid in the local area, and
• Without regard to or conditioned upon WSP funding, that is, at a rate at which you would pay a non-WSP student employee. Inflating or ballooning WSP recipient's pay rate is cause for immediate and permanent cancellation of your WSP AGREEMENT with UCSB.

NOTE:
To change an established hourly rate of pay, the employing agency must submit a request to UCSB in writing on letterhead paper and should include the following information:
• The student employee’s name;
• New hourly rate; and
• Preferred effective date.

TYPE OF WORK THE STUDENT EMPLOYEE MAY AND MAY NOT PERFORM
WSP regulation requires that work performed for a off-campus non-profit agency employer be relevant to the student’s academic and/or career goals and that it does not:

a. Displace, supplant, or replace workers employed by the agency;
b. Impair existing contracts for services;
c. Fill vacant positions created by strikes;
d. Involve any partisan or non-partisan political activity associated with a candidate or with a contending faction or group in an election for public party office;
e. Involve employment as a political aide of any elected official;
f. Involve employment for an elected official who is not responsible for the regular administration of Federal, State, or local government;
g. Involve any lobbying on the Federal, State or local level;
h. Include employment for US Department of Education;
i. Involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or religious worship;
j. Involve religious/sectarian instruction and/or worship;
k. Depend upon a student’s political support or party affiliation as a condition of employment;
l. Involve work that primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or a religious order, or cooperative.

Your agency may wish to offer an internship or practicum, pre-professional or career-related work experience. Regardless of the agency’s best intentions, if WSP recipients are involved, certain restrictions apply. For instance, the agency:

a. Must pay an hourly wage to all interns performing the same job duties;
b. May not restrict the internship to WSP recipients only;
c. Must observe the same restrictions listed above in terms of the type of work or service they perform in the course of the internship; and
d. For every WSP student hired, you must submit a DETAILED JOB DESCRIPTION.

SUPERVISORY RESPONSIBILITIES
Employers must directly supervise and regulate the services and performance of the WSP student employee(s). In addition WSP employers shall provide verbal and written orientation and/or explanations of:

a. Scheduled work hours and location of work site;
b. General working conditions, including safety and emergency procedures, standards of conduct/dress;
c. Applicable agency policies and procedures;
d. Job duties and responsibilities (i.e., a copy of the DETAILED JOB DESCRIPTION), including expected methods and necessary priorities for performance;
e. Appropriate basic, progressive and/or corrective training;
f. Avenues of appeal, review and due process, within agency guidelines, to promote a positive working experience;
g. Brief interruptions in work schedules, such as rest periods within agency guidelines and State law, without denying payment; and
h. Observe the meal period rule of the CALIFORNIA LABOR CODE and instruct the student to:
- Take unpaid meal period (break) of no less than 30 minutes if/when the student's work period will exceed 5 (continuous) hours or more, and
- Record the meal period on his/her MONTHLY WSP TIME SHEET(S) in “time-in, time-out” format.

i. Insure the work environment is free from all forms of harassment, exploitation and intimidation.

j. Be as flexible as possible with working hours relative to the student's class and examination schedule.

k. Not solicit, accept or permit solicitation of any fee, commission, contribution, or gift as a condition for a student's WSP employment.

l. Comply with the FAIR LABOR STANDARDS ACT OF 1938, as amended, which prohibits employers from accepting voluntary services from any paid employee. Any student employed under the WSP must be paid for all hours worked.

m. Insure no recipient is denied work or subjected to different treatment on the grounds of race (including racial harassment), color, religion, marital status, national origin, ancestry, gender (including sexual harassment); sexual orientation, physical or mental disability, medical condition (cancer-related, as defined in Section 12926 of the CALIFORNIA GOVERNMENT CODE), status as a Vietnam-era veteran or special disabled veteran, or, within the limits imposed by law or University regulations, because of age or citizenship.


NOTE:
By mutual consent the student employee and his/her supervisor may waive the meal period rule if the student employee’s work period, of not more than 9 (continuous) hours, will complete the day’s work.

WORK PERFORMANCE STANDARDS
Work performance standards for WSP student employees are the same as for other regularly funded employees of your agency.

Your agency is not required to continue employing a student who does not meet acceptable work standards.

We prefer that you provide appropriate warnings, evaluations and suggestions for improvement to assist students in their work experience. However, we realize that particular situations may require an employee’s immediate termination. If immediate termination is necessary, we would appreciate a brief explanatory memo for our records.

JOB POSTINGS—GAUCHOLINK

GAUCHOLINK, hosted by the UCSB Career Services, is the official campus website for jobs, internships, and career resources. It is an exclusive service for the UCSB community. Registered students can access Gauche Link for jobs and internship searches, while employers can post job openings simply by registering online: http://career.ucsb.edu/employers.

TO REGISTER
- Visit the Career Services Employers section (link shown above) and click on POST A POSITION located at the left sidebar
- Click on REGISTER
- Complete the company information web form and click on SUBMIT
- The Career Services staff will review the submission and issue your USERNAME and PASSWORD to the email address provided.

TO POST A POSITION
- Visit the Career Services Employers section
- Click on POST A POSITION located at the left sidebar and log in using your Username and Password
- Click on CREATE A NEW JOB on the right sidebar and fill in the information about the position
- Check WORK-STUDY as POSITION TYPE
- Indicate that the student must bring the WORK-STUDY REFERRAL form for the interview.

CONTRACTUAL PROCEDURES
Please follow the instructions below to complete the WORK-STUDY PROGRAM AGREEMENT packet and return it to the UCSB Office of Financial Aid and Scholarships/Work-Study Program for final processing.
WORK-STUDY PROGRAM AGREEMENT

a. Have an AUTHORIZED AGENCY REPRESENTATIVE sign BOTH of the original Agreement copies.
b. Return both original AGREEMENT copies to us; we will return the final, fully executed AGREEMENT to you for your agency's records;
c. Keep a copy of the JOB DESCRIPTION.

DETAILED JOB DESCRIPTION

A DETAILED JOB DESCRIPTION is required for each WSP student employed. It must detail the work to be performed, as well as the frequency and percent time involved. It may be a photocopy of the employing agency's master detailed job description made specific to the individual student by name, hourly rate, etc.

SIGNATURE AUTHORIZATION

Complete, sign and return the SIGNATURE AUTHORIZATION form to us. Include ALL agency personnel who are authorized to sign agency documents such as the WSP AGREEMENT, JOB REQUESTS, TIME SHEETS, etc. Request additional SIGNATURE AUTHORIZATION forms if:

a. Your authorized personnel exceed five (5) in number; and/or
b. Changes (e.g., deletions, additions) occur in agency personnel who are authorized.

ADVANCE PAYMENTS

For new WSP agency employers, the UCSB Accounting Services and Controls Office requires a minimum advance deposit of $50.00 to establish an appropriate account for your agency. The advance monies are used to offset your initial student wage charged to your account and safeguard against deficits should they occur.

The UCSB Accounting Services and Controls Office will not permit WSP time reporting (hours worked) until an account is established for your agency. If your agency cannot advance the advance payment, please contact our Unit immediately.

a. Make agency check payable to: “UC REGENTS”
b. On the face of your check or on the check stub, include the following information to properly identify the check to University personnel:
   • Destination: “ATTN: WORK-STUDY PROGRAM”

   • If possible, your UC ACCOUNT/FUND NUMBER (e.g., 627XXX/66YYYY).

NOTE:

• If the employing agency already has a detailed job description that includes all of the information requested by WSP, a photocopy sent to WSP would meet the requirement.
• We include the UC Account/Fund Number on POST-PAYROLL/REPORTS (PPR).
• If your agency is brand new to WSP, you will not yet have an UC Account/Fund Number.

WSP REFERRAL AND STUDENT EMPLOYEE CERTIFICATION

REFERRAL PROCEDURES

Each WSP job applicant must present a WORK-STUDY OFF-CAMPUS REFERRAL to you or other designated agency personnel.

To hire an applicant, your authorized agency representative must review the date of the REFERRAL to confirm that it is not stale-dated;

a. Complete and sign the lower portion of the REFERRAL;
b. Have the student return to the UCSB Office of Financial Aid and Scholarships with the signed REFERRAL; and
c. Allow the student to begin work AFTER s/he returns to your agency with the LETTER OF CLEARANCE and initial TIME SHEET.
EMPLOYMENT CERTIFICATION PROCEDURES

Each WSP student employee that you hire and/or re-hire must:

a. Return to the UCSB Office of Financial Aid and Scholarships with his/her signed Referral; and
b. Make an appointment with the WORK-STUDY SPECIALIST to complete the student's employment processing procedure (the minimum lead time for this process is 24 hours); and

NOTE:
In the event of heavy funding usage, if the Referral is dated before but presented after January 1st, the student may have already lost his/her Work-Study Award. In such event, The Referral is stale-dated and no longer valid. The employer must have the student return to the UCSB Office of Financial Aid and Scholarships to obtain a new Referral, which may or may not be forthcoming, depending on the student’s Work-Study Award.

c. Receive the LETTER OF CLEARANCE and initial TIME SHEET.

LETTER OF CLEARANCE

The LETTER OF CLEARANCE authorizes the student to begin work with your agency through the WORK-STUDY PROGRAM and alerts your agency of the student’s:

a. UC registered student status (i.e., undergraduate, graduate);
b. Current WSP award;
c. Maximum allowable work hours (based on the current WSP award); and
d. Employment or award period.

NOTE:
Returning or continuing WSP student employees must be rehired EACH ACADEMIC YEAR. The Letter of Clearance and initial Time Sheet must also be renewed. Hours worked prior to the receipt of these documents are the sole responsibility of the employing agency at 100%.

PAYROLL PROCEDURES

TIME SHEET DISTRIBUTION

The Office of Financial Aid and Scholarships Work-Study Program issues time sheets for every WSP student employee. The initial Time Sheet is accompanied with the Letter of Clearance. Each subsequent payroll period will also be provided with a Time Sheet before the beginning of every bi-weekly payroll cycle.

DAILY TIME KEEPING

WSP regulations require each student employee to maintain a daily time-in/time-out record of the hours s/he ACTUALLY WORKS. Unless otherwise specified, said record is maintained on the student's WSP TIME SHEET and on which, the student must:

a. Write or type in legible format; and
b. Report hours to the nearest quarter hour (e.g., 8:03 a.m. = 8:00 a.m.; 8:26 a.m. = 8:30 a.m.); and

c. Indicate unpaid meal breaks in “time in, time out” format (e.g., 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m.); and

d. Line through incorrect data, enter the correct data and initial the correction.

As an employer, your agency must supervise and monitor a student's work and time-keeping, and secure both the student employee’s and the supervisor’s signatures on the Time Sheet.

PAYROLL PERIOD

The PAYROLL PERIOD, as shown on Time Sheets and AGENCY POST-PAYROLL REPORTS, generally spans a bi-weekly pay period, beginning on a Sunday and ending on a Saturday. Exemptions may include:

a. The student's initial payroll cycle which begins with the student's actual date of hire, as reflected on the LETTER OF CLEARANCE and initial Time Sheet; and/or

b. The May-June payroll cycle which ends on the last Friday of May--this date varies slightly from year to year.

Time Sheets are due in our office by the Monday following the close of the payroll period. Example: Time Sheets for the October 12th to October 25th payroll period are due October 27th.
The WSP Office must receive any and all outstanding time sheets by Monday, May 25th. Payment for any time not submitted by the May 25th deadline becomes the agency’s sole responsibility at 100% cost.

NOTE:
- More information on the meal period can be found in the SUPERVISORY RESPONSIBILITIES section (p. 2) of this handbook.
- Do not write over or use liquid paper to white-out an error on the Time Sheet.
- The supervisor’s signature must appear on the employing agency’s SIGNATURE AUTHORIZATION form in order for the Time Sheet to be honored valid.
- Fraudulent reporting of a student’s work hours can be cause for cancellation of your agency’s WSP participation. According to federal regulations, giving false information could lead to a fine of $100,000, a prison sentence, or both.

EXAMPLE:
The WSP student employee is awarded $1,500.00 for 2014-2015 school year. His wage is $9.00 per hour and he has worked 13.25 hours this month.

Gross Wage
= $9.00 x 13.25 = $119.25

Remaining WSP Award
= $1,500.00 - $119.25 = $1,380.75

Remaining (Allowable) Work Hours
= $1,380.75 / $9.00 = 153.42 (hrs)

Must round down to 153.25 hrs to stay within the WSP Award budget.

WORKERS’ COMPENSATION

The employing agency must pay all employer contributions due under State or local WORKERS’ COMPENSATION laws or under other applicable laws for every WSP student employee. Upon request, the employing agency must provide verification of its WORKERS’ COMPENSATION coverage.

During work-place orientation, the employing agency shall alert WSP student employees to the proper procedure(s) or action(s) to take should an injury or accident occur on the job.

WORK-STUDY EMPLOYEE BENEFITS

WSP student employees are compensated only for the hours they actually work. By Federal regulation, WSP funds may not pay for time-based benefits, such as vacation, sick leave or holidays. Benefits granted or paid to your WSP student employee(s) is your agency’s sole responsibility at one hundred percent (100%) cost.

POST-PAYROLL REPORT

The AGENCY POST-PAYROLL REPORT (PPR) is a statement of the hiring agency’s personnel and payroll activity related to WSP that occurred within the payroll period and current academic year.

PERMISSIBLE WORK HOURS

The WSP student employee’s PERMISSIBLE WORK HOURS are governed by his/her UC Student Status as noted on the LETTER OF CLEARANCE and may also be limited by the gross remaining WSP award:

a. UNDERGRADUATE students may work full-time or maximum of 40 hours per week; however, they are encouraged to work no more than 20 hours per week.

b. GRADUATE students may work up to 20 hours per week while classes are in session. During academic quarter breaks or periods when classes are not in session, graduate students may work more than 20 hours per week.

REMAINING AND/OR ALLOWABLE WORK HOURS

The REMAINING or ALLOWABLE WORK HOURS are based on the remaining (unearned) portion of a student’s WSP Award and calculated as follows:

Divide the unearned WSP award by the hourly rate to obtain gross remaining hours and round down fractional hours to the nearest quarter-hour.
POST-PAYROLL REPORT GUIDELINES

a. The PPR is not an invoice. It is only a record of account activity.
b. Your agency is required to submit payment or reimbursement prior to receipt of the PPR.
c. A DEFICIT ENDING BALANCE, as it appears on the PPR, should agree with your agency’s intended payment as already initiated.
d. The University mails the PPR approximately one month after payroll passes, but only after it has been reconciled to its GENERAL LEDGERS.
e. Your agency is responsible for the accuracy of PPRs. Please contact the UCSB Office of Financial Aid and Scholarships Work-Study personnel immediately to reconcile discrepancies.
f. The University will issue a REVISED POST-PAYROLL REPORT should an error (subsequently reported and reconciled) appears on a PPR or if delayed account activity occurs.

POST-PAYROLL REPORT DEFINITIONS AND EXPLANATIONS

The following definitions and explanations are intended to assist employers in understanding the detail and summary items displayed on the PPR:

Allowable Work Hours Remaining
The student has sufficient award funds to cover only these allowable work hours. Payment of hours worked in excess of these hours become the employer’s sole responsibility at one-hundred percent (100%) cost.

Awarded Funds Remaining
The amount of the student’s current award that remains to be earned.

Current Award
The student employee’s WSP Award, or portion thereof, committed to your agency as of the payroll period defined on the PPR.

Year-To-Date Gross Wages Paid
Hours actually reported to the UCSB payroll system multiplied by the student’s hourly rate.

PAYMENT TO UNIVERSITY

AGENCY COST DEFINED

By contractual agreement, your agency must advance, pay or reimburse the University for WSP-related costs which amount to fifty percent (50%) of gross Work-Study wage paid to each of your agency’s WSP student employees. This cost represents:

a. Matching Share: 40% of gross WSP wage paid as its share of payroll expense; and
b. Administrative Fee: 10% of gross WSP wage paid as administrative fees.

EXAMPLE:
If a student is awarded Work-Study for $1,000 for 2014-2015 academic year, the student may earn up to $1,000 gross wage through WSP. In this case the employing agency is responsible for:

Matching Share of payroll expense:
40% of the gross wage = $1,000 x 40% = $400

Administrative Fee
10% of the gross wage = $1,000 x 10% = $100

In other words the employing agency’s expense is 50% of the student’s gross wage, which equates to $500.

PAYMENT OPTION

To meet this financial obligation, your agency may:

a. Advance sufficient agency funds/monies at any time; or
b. Submit payment with your agency’s bi-weekly time sheets; or

c. Reimburse the University in which case You must enclose a copy of your agency’s invoice with your agency’s time sheets. The University must receive actual payment within fifteen (15) calendar days of the date shown on the copy of your invoice.
PAYMENT PROCEDURES

Your agency must submit payment by check made payable to: UC REGENTS.

The check must be further identified by indicating the destination (required) and UC Account/Fund Number (if applicable):

Attn: Work-Study Program
UC Account/Fund Number
(e.g., 627XXX/66YYYY);

When the check is not included with the WSP time sheets, please mail the payment to:

Work-Study Program
Office of Financial Aid and Scholarships
SAASB 2101
University of California
Santa Barbara, CA 93106-3180

REFUND OF AGENCY FUNDS

To request a refund of agency funds on deposit with the University, please submit your request in writing on agency letterhead. Actual processing time may take up to six weeks from the date the request is received by our office.

RECORD KEEPING

Your agency must maintain original and/or copies of the following documents with auditable records for at least the standard 5-year period following the separation of your WSP student employees:

NOTE:
- The invoice sent to the employing agency is the evidence of payment in progress, which means the employing agency is officially notified of payment due to the University.
- The ENDING BALANCE on the PPR indicates the status of the employing agency's account: (1) CREDIT reflects remaining funds; (2) DEFICIT reflects the amount owed to the University.

CONTACT US

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