

PURPOSE OF THIS HANDBOOK

This handbook establishes the relevant policies and procedures that govern your agency's participation in our Federal Work-Study Program (FWSP). It is an extension of the Federal Work-Study Program Agreement signed between your agency and the University of California at Santa Barbara (UCSB).

FWSP PARTICIPATION— GENERAL OVERVIEW

I. The Purpose of the Federal Work-Study Program

- A. The purpose of the Federal Work-Study Program is to encourage the part-time employment of our undergraduate and graduate students, to provide them a “positive working experience” and thereby to help them defray the cost of their education
- B. To the maximum extent practicable, FWSP positions should complement and reinforce a recipient's academic and/or career goals, serve the public interest and, whenever possible, directly involve the recipient in community service activities.

II. Administrative Roles and Responsibilities

- A. We, the staff of UCSB's Financial Aid Office/Work-Study Program:
 - 1. Administer the Federal Work-Study Program;
 - 2. Advertise current job opportunities for our FWSP employers by listing them on our Work-Study web-site and job binders;

Note: Our FWSP student applicants self-select the positions that interest them—we do not “place” them nor do we act as a “placement agency.”

 - 3. Perform the University and FWSP related employment and payroll functions for the FWSP students you select as employees.
- B. Your agency acts as the FWSP student employee's employer and must observe all conditions set forth in this Handbook and in the **Federal Work-Study Program Agreement**.

III. FWSP Related Cost(s)

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

- A. **Matching Share** of payroll expense, assessed at 40% of the gross FWSP wage earned;
Note: UCSB's FWSP appropriation pays the remaining sixty percent (60%) of payroll expense.
- B. **Administrative Fee**, assessed at 10% of the gross FWSP wage earned.
Note: This income partially offsets the Program's administrative cost to the University.

FWSP PARTICIPATION—GENERAL OVERVIEW continued

IV. The FWSP Award

The student employee's FWSP Award:

- A. Represents the *maximum allowable gross wage* that s/he may earn on Work-Study during the current academic year—of which no unearned portion may carry forward into summer or next academic year.

Note: Earnings in excess of the student's initial and/or revised FWSP award become the employer's sole responsibility at 100% cost.

- B. When divided by the student's hourly rate of pay, renders the (maximum) number of hours the student may work or continue to work on Work-Study.
- C. Appears on the **FWSP Letter of Clearance** and the **Agency Post-Payroll Reports**.
- D. Is subject to revision and may increase or decrease during the course of the academic year. In such event we will immediately notify your agency by way of the **Work-Study Revision** (form).
- E. Is contingent upon the student's continued FWSP eligibility. We will immediately alert your agency if said eligibility lapses or is withdrawn. In such event, you may continue the student's employment with your agency, but not on Work-Study.

V. The FWSP Hourly Rate of Pay

Federal guidelines require that FWSP recipients be paid an hourly rate of pay and that the rate:

- A. Be established by the employing agency;
- B. At or above the current federal minimum wage: \$7.50 per hour (effective Jan. 1, 2007), \$8.00 per hour (effective Jan 1, 2008);
- C. Meet the prevailing rate at which persons with those same:
 - 1. Job related skills and abilities,
 - 2. Education and/or experience,
 - 3. Level of responsibility and/or authority are paid in the local area and
 - 4. Without regard to or conditioned upon FWSP funding—i.e., a rate at which you would pay a *non-FWSP* student employee. Inflating or “ballooning” a FWSP recipient's pay rate is cause for immediate and permanent cancellation of your FWSP Agreement.

NOTE: To change an established hourly rate of pay, your agency must submit a request to us in writing on agency letterhead and should include:

- 1. The student employee's name, if applicable;
- 2. New hourly rate; and
- 3. Preferred effective date.

FWSP PARTICIPATION—GENERAL OVERVIEW continued

VI. Type of Work the FWSP Student Employee May and May Not Perform

- A. To the maximum extent practicable, FWSP positions should complement and reinforce a recipient's academic and/or career goals, serve the public interest and, whenever possible, directly involve the recipient in community service activities.
- B. Federal guidelines dictate that the work performed by FWSP student employees must be in the public interest and may not:
 - 1. Displace, supplant, or replace workers employed by the agency;
 - 2. Impair existing contracts for services;
 - 3. Fill vacant positions created by strikes;
 - 4. 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;
 - 5. Involve employment as a political aide of any elected official;
 - 6. Involve employment for an elected official who is not responsible for the regular administration of Federal, State, or local government;
 - 7. Involve any lobbying on the Federal, State or local level;
 - 8. Include employment for US Department of Education;
 - 9. Involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or religious worship;
 - 10. Involve religious/sectarian instruction and/or worship;
 - 11. Depend upon a student's political support or party affiliation as a condition of employment;
 - 12. 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.
- C. Your agency may wish to offer an internship or practicum—sometimes called pre-professional or career-related work experience. Regardless of your agency's best intentions, if FWSP recipients are involved, certain restrictions apply. For instance, your agency:
 - 1. Must pay an hourly wage to all interns performing the same job duties,
 - 2. May not restrict the internship to FWSP recipients only; and
 - 3. Must observe the same restrictions listed above in terms of the type of work or service they perform in the course of their internship.
- D. FWSP regulations require a detailed job description for each FWSP student your agency hires.

FWSP PARTICIPATION—GENERAL OVERVIEW continued

VII. Supervisory Responsibilities

As a FWSP employer, your agency must:

- A. Directly supervise and regulate the services and performance of your FWSP student employee(s); and
- B. Provide your FWSP student employee(s) verbal and written orientation about and/or explanations of:
 - 1. Scheduled work hours and location of work site;
 - 2. General working conditions, including safety and emergency procedures, standards of conduct/dress;
 - 3. Applicable agency policies and procedures;
 - 4. Job duties and responsibilities (i.e., a copy of the applicable WSP Detailed Job Description), including expected methods and necessary priorities for performing same;
 - 5. Appropriate basic, progressive and/or corrective training;
 - 6. Brief interruptions in work schedules as rest periods, within agency guidelines and State law and without denying payment; and
 - 7. Avenues of appeal, review and due process, within Agency guidelines, to promote a positive working experience.
- C. Observe the meal period rule of the California Labor Code (Section 512): the daily hours worked cannot exceed 5 hours without a meal/rest break of at least 30 minutes, unless the student's work shift ends after 6 hours. Have the student record the meal period on his/her monthly FWSP Time Sheet(s) in "time-in, time-out" format.

Note: By mutual consent, the student and his/her supervisor may waive the meal period rule if the student's work period, of not more than 6 (continuous) hours, will complete the day's work.
- D. Insure an environment free from all forms of harassment, exploitation and intimidation.
- E. Be as flexible as possible with working hours relative to the student's class and examination schedule.
- F. Not solicit, accept or permit solicitation of any fee, commission, contribution, or gift as a condition for a student's FWSP employment.
- G. 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 FWSP must be paid for all hours worked.

FWSP PARTICIPATION—GENERAL OVERVIEW continued

- H. 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; sex (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.
- I. Comply with the provision of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252), Title IX of the Educational Amendments of 1872 (Pub. L.93318) and the Regulations of the Department of Education which implements those Acts.

VIII. Work Performance Standards for FWSP Student Employees

- A. Work performance standards for FWSP student employees are the same as for other regularly funded employees of your agency.
- B. Your agency is not required to continue employing a student who does not meet acceptable work standards.
- C. 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 require an employee's immediate termination. If immediate termination is necessary, we would appreciate a brief explanatory memo for our records.

IX. FWSP Student Employment Period

The employment period for each of your FWSP student employee(s)—while s/he is employed on Work-Study is:

- A. Confined to the current academic year; and
- B. Specifically defined by Begin and End Date on his/her **Letter of Clearance**.

FWSP CONTRACTUAL PROCEDURES

To complete your **Federal Work-Study Program Agreement** and contractual “packet,” please follow the instructions listed below and return your packet to us for final processing.

I. Federal Work-Study Program (FWSP) 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 to you a final, fully executed Agreement to you for your agency records.

FWSP CONTRACTUAL PROCEDURES continued

II. FWSP Job Request

- A. Submit a **Job Request** on our job board www.finaid.ucsb.edu/workstudy. Please do this for each (different/distinct) position you wish to offer to FWSP student applicants.

Note: Complete the category Request for Specific Student only if you know who you want to hire or re-hire for the position. This request does not guarantee placement. (Your requested student may not receive a FWSP award or may choose to use his/her award with another employer.)

- C. Maintain a copy of each Job Request with your other contractual materials—each Request serves as an “Exhibit A” of your FWSP Agreement.
- D. Re-visit the work-study website job board and post the job as “filled,” once the (posted) position has been filled.

III. FWSP Detailed Job Description

The **FWSP Detailed Job Description**:

- A. Is required for each FWSP student your agency hires;
- B. Must detail the work to be performed, frequency and percent time involved;
- C. May be a photocopy of a master FWSP Detail Job Description, made specific to the individual student by name, hourly rate, etc.

IV. Signature Authorization

Complete, sign and return the Signature Authorization Form to us:

1. Include all agency personnel who are authorized to sign agency documents such as the FWSP Agreement, FWSP Job Requests, FWSP Time Sheets, etc.
2. 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 so authorized.

V. Initial Deposit and/or Advance Payments

- A. Make your agency check payable to the "UC Regents;" and
- B. On the face of your check or its stub, include the following information to properly identify your check to University personnel:

FWSP CONTRACTUAL PROCEDURES continued

1. Its destination: “**Attn: Work-Study**” or “**Attn: Work-Study Program**” and
2. Your **UC Account/Fund Number** (e.g., 627XXX/66YYY).

Note: We include your UC Account/Fund Number on your Agency Post Payroll Reports. If your agency is brand new to our Program, please contact the Work-Study office to receive your UC Account/Fund Number.

C. For new FWSP agency employers, our Accounting Office:

1. Requires a minimum advance deposit of \$50.00;
2. Establishes appropriate account numbers in your agency's name;
3. Holds these advance monies on reserve to balance your agency's account deficits should they occur;
4. Will not permit us to report WSP time (hours worked) until your agency account is established. If your agency cannot advance (an) initial deposit, please contact us immediately.

FWSP REFERRAL AND STUDENT EMPLOYEE CERTIFICATION

I. FWSP Referral Procedures

- A. Each (FWSP) job applicant must present a **Federal Work-Study Off-Campus Referral** to you or other designated agency personnel.
- B. To hire an applicant, your authorized agency representative must:

1. Review the date of the **Referral** to confirm that it is not stale-dated;

Note: 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 Work-Study Office to obtain a new Referral. A new Referral may or may not be forthcoming—that will depend on whether or not we are able to reinstate the student's Work-Study award.

2. Complete and sign the lower portion of the **Referral**;
3. Have the student return to our office with his/her signed Referral; and
4. Not allow the student to begin work until s/he returns to your agency with his/her **Letter of Clearance** and initial **FWSP Time Sheet** in hand.

FWSP REFERRAL AND STUDENT EMPLOYEE CERTIFICATION continued

II. FWSP Employment Certification Procedures

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

- A. Return to our office with his/her signed **Referral**; and
- B. Make an appointment with our Administrative Assistant to complete his/her employment processing; and

Note: **Our minimum lead time for this process is 24 hours.**

- C. Receive his/her **Letter of Clearance** and an initial **FWSP Time Sheet**.

Note: We must re-hire returning or continuing FWSP student employees each academic year, issue a new Letter of Clearance and an initial FWSP Time Sheet for the new academic year. Payment of hours worked by FWSP student employees before this process is complete becomes your agency's sole responsibility at 100% cost!

III. The Letter of Clearance

- A. Authorizes the student to begin work with the Agency on Work-Study.
- B. Alerts you/your agency to his/her:
 - 1. UC registered student status (i.e., Undergraduate, Graduate);
 - 2. Current FWSP award;
 - 3. Maximum allowable work hours (based on the current FWSP award); and
 - 4. Employment or "award" period.

Note: **Hours worked prior to receipt of a student employee Letter of Clearance, become your agency's sole responsibility at one-hundred percent (100%) cost.**

PAYROLL PROCEDURES

I. Time Sheet Distribution

The WSP Office issues FWSP Time Sheets:

- A. For each of your FWSP student employees;
- B. Initially with each student employee's Letter of Clearance; and
- C. Each subsequent payroll period on or about the 5th of each month.

PAYROLL PROCEDURES (continued)

II. Daily Time Keeping

A. FWSP regulations require that the FWSP student employee 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 FWSP Time Sheet and on which, the student must:

1. Write legibly in blue or black ink; and
2. Report hours to the nearest quarter hour; and
(e.g., 8:03 a.m. = 8:00 a.m.; 8:26 a.m. = 8:30 a.m.)
3. Indicate unpaid meal breaks in "time in, time out" format; and
(e.g., 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m.)

Note: **Section VII. Supervisory Responsibilities, Item C** of this Handbook (Page 4) defines the "meal period" rule and as set forth in the California Labor Code as well as your responsibility to it as a FWSP employer with the University.

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

Note: No one should "write over" an error or use Liquid Paper to "white-out" an error.

B. Your agency must:

1. Supervise and monitor a student's work and time-keeping.

Note: Fraudulent reporting of a student's time worked can be cause for cancellation of your agency's FWSP participation. And, according to federal regulations, giving false information could lead to a \$10,000 fine, a prison sentence of one year, or both.

2. Secure both the **student's** and **supervisor's** signatures on the FWSP Time Sheet(s).

Note: The supervisor's signature must appear on your agency's Signature Authorization form. If it does not so appear, we cannot honor the Time Sheet as valid and will return it to your agency for processing. In such event, your agency assumes sole responsibility for payment at 100% cost.

III. The FWSP Payroll Period

A. The Payroll Period, as shown on FWSP Time Sheets and Agency Post-Payroll Reports, generally spans two consecutive months, beginning on the 11th of one month and ending on the 10th of the following month.

PAYROLL PROCEDURES continued

Exemptions may include:

1. 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 FWSP Time Sheet; and/or
 2. The May-June payroll cycle which generally ends the last Friday in May.
- B. Time Sheets are due in our office by the 13th of the month that closes the payroll period.
Ex: Time Sheets for the October 11 to November 10 payroll period are due November 13.
- C. The WSP Office must receive any/all outstanding Time Sheets by June 3rd; payment for any time that is not submitted by the June 3rd deadline becomes your agency's sole responsibility at 100% cost.

IV. Remaining and/or Allowable Work Hours

The FWSP student employee's *remaining* or *allowable* work hours are:

- A. Based on the remaining (unearned) portion of a student's FWSP award; and
- B. Calculated as follows:
1. Divide the unearned FWSP award by the hourly rate to obtain gross remaining hours,
 2. Round down any fractional hours to the nearest quarter-hour.
- e.g.:
- a. The FWSP employee has a total of \$1,500.00.
 - b. He is paid \$6.50 per hour.
 - c. He has already worked 13.25 hours, earning \$86.13 in gross wage.
i.e.,
$$\begin{array}{rcccl} 13.25 & \times & \$6.50 & = & \$86.13 \\ \text{hours} & & \text{pay rate} & & \text{gross WSP earnings} \end{array}$$
 - d. He therefore has a remaining FWSP award of \$1,413.87.
i.e.,
$$\begin{array}{rcccl} \$1,500.00 & - & \$86.13 & = & \$1,413.87 \\ \text{total award} & & \text{prior earnings} & & \text{remaining (unearned) award} \end{array}$$
 - e. His remaining (allowable) work-hours are 217.51 but must be rounded down to 217.50 hours.
i.e.,
$$\begin{array}{rcccl} \$1,413.87 & \div & \$6.50 & = & 217.51 & = & 217.50 \\ \text{remaining award} & & \text{pay rate} & & \text{hours} & & \text{remaining hours} \end{array}$$
- C. Further restricted by his/her *permissible work-hours* explained in the following section.

V. Permissible Work-Hours

The FWSP student employee's *permissible* work hours:

- A. Are governed by his/her UC Student Status as noted on his/her Letter of Clearance:

PAYROLL PROCEDURES continued

1. Undergraduate students are allowed to work full-time, or 40 hours per week, if they so choose—however, we do encourage them to work no more than 10 to 20 hours per week.
 2. Graduate students are restricted to a maximum of 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.
- B. May also be limited by the student's gross remaining WSP award.

VI. Workers' Compensation

- A. Your agency must pay all employer contributions due under State or local Workers' Compensation laws or under other applicable laws for each of your FWSP student employees.
- B. Upon request, your agency must provide the WSP Office with verification of your Workers' Compensation coverage for your FWSP student employees.
- C. During work-place orientation, alert the FWSP student employee to the proper procedure(s) or action(s) to take should an on-the-job injury/accident occur.

WORK-STUDY EMPLOYEE BENEFITS

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

THE POST-PAYROLL REPORT

The Agency Post-Payroll Report (PPR) is a statement of your agency's personnel and payroll FWSP-related activity that occurred within the payroll period and current academic year.

I. Post-Payroll Report Guidelines

- A. The PPR is not an invoice. It is only a record of your agency's account activity. Your agency is **required** to submit payment/reimbursement prior to receipt of the PPR. An Ending Balance that is deficit should agree with your agency's intended payment or reimbursement as already initiated.
- B. We mail your agency's PPR approximately one month after payroll passes—but only after we have reconciled it to our General Ledgers.
- C. Your agency should compare each PPR to your records to confirm its accuracy. Please contact the WSP Office immediately to reconcile any discrepancies.

THE POST-PAYROLL REPORT continued

- D. We will issue a Revised Post-Payroll Report should:
1. An error—that is subsequently reported and reconciled—appears on a PPR; and/or
 2. Delayed account activity occur.

II. Post-Payroll Report Definitions/Explanations

In general, the Report, its section titles and categories are self-explanatory. However, the following definitions or explanations may assist you in understanding the detail and summary items displayed:

- A. **Current Award:** The student employee's FWSP award, or portion thereof, that is committed to your agency as of the payroll period defined on the Report.
- B. **Hours Reported:** The hours reported on the student's Time Sheet unless those hours exceed the student's allowable and/or permissible work-hours for the payroll period.
- C. **Gross Wages Paid:** Hours actually reported to UCSB's payroll system multiplied by the student's hourly rate.
- D. **Matching Share:** Agency's share of payroll expense; calculated at forty percent (40%) of gross wages paid.
- E. **Admin. Fee:** Agency's Administrative Surcharge (fee); calculated at ten percent (10%) of gross wages paid.
- F. **Award Funds Remain:** The amount of the student's Current Award that remains to be earned.
- G. **Allowable Work-Hours Remain:** The student has sufficient award funds to cover only these *allowable* work-hours; payment of hours worked in excess of these hours become your Agency's sole responsibility at one-hundred percent (100%) cost.

PAYMENT TO UNIVERSITY

I. Agency Cost Defined

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

- A. Matching Share: 40% of gross FWSP wage paid as its share of payroll expense; and
B. Administrative Fee: 10% of gross FWSP wage paid as administrative fees.

PAYMENT TO UNIVERSITY (continued):

For example:

A student who has a Work-Study award of \$1,000.00 may earn \$1,000.00 in gross FWSP wage while employed on Work-Study. If s/he earns the entire \$1,000.00, your agency is responsible for:

* 40% gross FWSP wage paid or \$400.00 in Matching Share of payroll expense; and

* 10% gross FWSP wage paid or \$100.00, in your agency's Administrative Fee.

Thus, for the purposes of this example, the non-profit agency's "out-of-pocket" expense is 50% of this student's \$1,000.00 gross wage paid, or \$500.00.

II. Payment Options

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 monthly FWSP Time Sheets; or
- C. Reimburse the University within 15 days of receiving the Agency Post-Payroll Report.

Note: The **Ending Balance** of the Post Payroll Report indicates the status of your agency's account:

- 1. **Credit** reflects your agency's remaining funds on account; or
- 2. **Deficit** reflects the amount your agency owes to the University.

III. Payment Procedures

Your agency must submit payment by check:

- A. Made payable to the **UC Regents**; and
- B. Further identified by indicating on the face of the check or its stub:
 - 1. Its destination: "**Attn: Work-Study**" or "**Attn: Work-Study Program;**" and
 - 2. Your **UC Account/Fund Number** (e.g., 627XXX/66YYY);

Note: We include your UC Account/Fund Number on your Agency Post Payroll Reports. If your agency is brand new to our Program, you will not yet have a UC Account/Fund Number.

PAYMENT TO UNIVERSITY continued

- C. When not included with your FWSP Time Sheets, mailed to:

**Financial Aid Office/Work-Study Program
2101 SAAB
University of California,
Santa Barbara, CA 93106-3180**

Note: The zip code must include the "3180" four digit mail code when mailing anything to our department.

REFUND OF AGENCY FUNDS

To request a refund of your agency funds on deposit with the University, please submit your request to us in writing on agency letterhead.


Actual processing time may take up to six (6) weeks from the date the request is received in our office.

RECORD KEEPING

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

- A. Off-Campus Agency Letter(s) of Clearance;
- B. FWSP Time Sheet(s) (signed by employee and supervisor);
- C. Agency Post-Payroll Report(s);
- D. Work-Study Revision(s);
- E. Job Request (form(s));
- F. Work-Study Student Employee Detailed Job Description(s);
- G. Student Employee Performance Evaluation(s) (*optional*);
- H. Federal Work-Study Program Agreement(s); and
- I. Signature Authorization (form(s)).

HOW TO CONTACT US

- I. **Mailing Address:**  Work-Study Program
Financial Aid Office
University of California,
Santa Barbara, CA 93106-3180
- II. **Office Location:** Student Affairs Administrative Services Building
Room 2101
UC Santa Barbara
- III. **Phone #:** (805) 893-8923
- IV. **Email Address:** wsp@sa.ucsb.edu