



# The University of Mississippi

Office of Financial Aid

University, MS 38677

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**Policy Name:** Federal Work Study

**Purpose:** This document contains the Office of Financial Aid's current policies and procedures for Federal Work Study (FWS).

**Disclaimer:** This policy is subject to change, without notice, in order to comply with administrative and regulatory requirements. All policies and procedures below are in accordance with the [Federal Student Aid Handbook](#).

**Policy Contents:**

- 5.0 FWS Policies and Procedures Overview
- 5.1 Selection and Awarding of Students
- 5.2 Assigning FWS Jobs
- 5.3 FWS Fiscal Procedures and Records
- 5.4 Job Location and Development Program
- 5.5 Work Colleges Program

**Definitions and Terms:**

- FAFSA – Free Application for Federal Student Aid
- FWS – Federal Work Study
- HR – Human Resources
- JLD – Job Location and Development Program
- OFA – Office of Financial Aid
- UM – University of Mississippi

FWS provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay for their educational expenses. FWS encourages community service and work related to the student's course of study.

Part-time employment of 10-15 hours per week is available to undergraduate students in various departments across campus. FWS eligible graduate assistants in departments selected by the Graduate School may receive up to 75% of their stipend through FWS funds.

The OFA will maintain an online [Student Guide to Federal Workstudy Program](#).

All students (full-time/part-time, dependent/independent) must have a complete [FAFSA](#) on file in order to be considered for FWS and be admitted to UM.

### Undergraduates

Undergraduates will be automatically awarded Fall/Spring FWS through the financial aid system (until the annual allocation is fully committed) if they fall into one of the categories below:

1. Recipients of the Ole Miss Opportunity Grant (the institution's guarantee program for Mississippi residents with significant financial need), regardless of whether or not they expressed interest in FWS on their FAFSA.
2. Students who received FWS in the prior Spring, regardless of whether or not they expressed interest on their FAFSA for the current aid year.
3. Students who expressed interest in FWS on their FAFSA.

These students must meet the following criteria:

- Be an eligible student per the Federal Title IV regulations, and have no holds on the FAFSA (which includes completing and/or resolving any requirements for verification and citizenship, among other items).
- Have unmet need less than or equal to \$4,000.
- Was never terminated from a FWS job for cause, and subsequently flagged for lifetime exclusion from the program.
- Be a regular degree-seeking student (not visiting or in a special status).
- Have planned enrollments for either Fall or Spring terms.

- Have “planned enrollment” data that is consistent with the student’s first term of admission. (For example, a student cannot be admitted for Spring 2016 but have planned enrollment for Fall 2016. The OFA will attempt to resolve these mismatches.)
- Have no athletic aid in the prior Spring term.
- Attend the Oxford campus.

If all conditions above are met, then FWS is awarded at the level of \$2000 for Fall/Spring or \$1000 for Fall-only or Spring-only. These amounts can only be increased with the permission of an OFA supervisor.

Students who are not automatically packaged with FWS (e.g. Regional Campus students) may still qualify after a review of their eligibility. When funds are available, students who request a review can be manually awarded FWS on a case-by-case basis.

Summer FWS is available upon request, with priority given to those students who received it during the regular academic year. Since summer is considered a trailer to the award year, the remaining funds are typically limited. Student must be enrolled during the summer modules in which they wish to work.

### **Graduate Students**

FWS funds for graduate students are used to pay up to 75% of assistantship stipends. Based on the annual FWS allocation, the OFA determines how much funding can be used for graduate stipends each year. The Graduate School is notified of the available amount in order to prioritize needs among the various graduate programs and determine which departments will be allowed to utilize FWS funding. This decision is shared with the OFA.

Graduate assistants receiving FWS are selected by each authorized department. The department creates an electronic Form 7, “Students Paid on a Salaried Basis”, that is first forwarded to the Graduate School for approval and then routed to the OFA to confirm that the student is eligible for FWS. If so, the FWS account information and percentage of FWS contribution is added to the form and approved. The form is then routed to HR for payroll processing. The amount of the gross salary is entered into the financial aid package.

Graduate assistants receiving FWS funds are typically employed 25% (10 hours per week) or 50% (20 hours per week). Actual stipend amounts are determined by individual departments. The recommended minimums for 25% employment are \$5,000 and for 50% employment, \$10,000. Students are paid bi-monthly.

The following policy applies to students hired as graduate assistants:

Course Load Requirements for Graduate Student Employees ([HR policy number 10000356; policy code HRO.EM.300.080](#))

## Undergraduates

The OFA does not assign students to specific FWS jobs. Instead, students seek out and apply for FWS placements, although the OFA assists students by providing job leads.

At the beginning of the Fall, Spring, and Summer terms, the OFA sends notifications to all departments soliciting FWS job postings for the upcoming term. Campus departments submit their position requests via MyOleMiss with the following information:

- Term of assignment(s)
- Department name and account
- Supervisor name, email, address, and phone
- Job title
- Job purpose, qualifications, and responsibilities
- Number of available positions

Departments may also request individual students for a position but there is no guarantee that the student can or will be placed.

OFA maintains a [Federal Work-Study Job Opportunities](#) database of all available FWS jobs for undergraduates at the UM. The OFA continually updates these postings as new requests are received. All students who qualify for FWS are provided access to the job postings website through email announcement, by visiting the OFA, or via their myOleMiss Award Notification. Students may also approach campus departments on their own to inquire about whether they would consider hiring a FWS student.

Undergraduate students employed in regular FWS positions (i.e., not Family Literacy/Math Counts tutors) are paid bi-monthly at a rate of \$7.40 per hour. The hiring department is responsible for 25% of the wage.

Students who secure FWS positions must complete a FWS placement form that they receive from the OFA. The form includes the following information:

- Beginning/ending dates of employment
- Total earning limits per Fall/Spring semesters (currently \$1,000 each semester)
- Total hours allowed to earn per semester (currently 135)
- Suggested average per week hours per semester (currently 8)
- Requirement for FWS supervisors to provide a job description

Once the FWS placement form is completed and signed by both student and supervisor, the student returns the form to the OFA for processing. The OFA maintains electronic (scanned) archive of all forms.

## **FWS Students as Tutors**

The Family Literacy Project is one possible FWS placement. This program employs college students as reading or math tutors for children in local pre-K-12 schools and other non-profit educational service organizations. Students pursuing a tutor position must meet the following conditions in addition to the general FWS awarding criteria:

- 2.5 GPA (for entering students, i.e. freshmen and transfer students, high school GPA or transfer GPA will be used to determine eligibility).
- Willing to undergo a criminal background check (students authorize the background check by virtue of signing the Family Literacy Project application).

Family Literacy tutors are paid \$8.50 per hour for actual hours worked. Travel time is not included.

FWS funding covers 100% of the cost of wages when students are:

- Employed as a reading tutor for preschool-age through elementary school-age children;
- Employed as a mathematics tutor for children in elementary school through ninth grade; or
- Performing family literacy activities in a family literacy project that provides services to families with preschool-age children or children who are in elementary school.

The information below appears on the FWS Family Literacy Project placement sheet (job description and qualifications):

*Students in the Family Literacy Project (America Reads/Math Counts) serve as reading and math tutors in local elementary, middle, and high schools, as well as some local educational service agencies. Responsibilities while on-site will only include tutoring students for reading and math under the direction of classroom teachers or supervisors. Students must be in good standing at The University of Mississippi, have excellent literary or mathematic skills, be willing to work approximately ten (10) hours per week and able to commit to working 3-4 hour blocks of time, have reliable transportation to travel to and from schools/agencies, and be willing to undergo a criminal background check.*

## **Graduate Students**

As noted above, graduate assistants receiving FWS are selected by authorized department. The students are typically majoring in that particular academic program.

## Off-campus agreements

UM employs students in off-campus sites through the Family Literacy Project. Each site where family literacy tutors are placed must sign an agreement between UM (Institution) and the school or local educational service agency (Organization). The agreement includes information regarding the term of the agreement and specific responsibilities of the Institution and Organization. The template for the current agreement is attached.

## Community Service

Community services are defined as services that through formal or informal consultation with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

The OFA is required by federal regulation to spend a minimum of 7% of the institution's FWS allocation on community service jobs each year, with at least one FWS student employed under the Family Literacy Project. The OFA fulfills the community service obligation each year exclusively through the Family Literacy Project.

## Employment Conditions and Limitations

Policies regarding any student employed by UM (including FWS students) are documented by HR (c.f., [HR policy number 10000354](#), [Policy Code HRO.EM.300.070](#)), which includes the following limitations on the hours of work for student employees:

| Type of Student  | Max Amount of Hours |
|--|---------------------|
| All US Citizens or Permanent Resident                      | 25 hours per week   |
| International Student Employees on F-1 or J-1 Student Visa | 20 hours per week   |

Campus departments maintain timesheets for all FWS students in order to document the hours worked. The supervisors are responsible for entering time electronically into the SAP system which is accessed by HR. All payroll operations are conducted through HR. As a result, FWS students receive their funding directly through paychecks; FWS funding is not posted to the Bursar account.

The OFA will post actual wages as to the financial aid system following each pay period to ensure accurate monitoring of cumulative earned wages versus awarded amounts. Funds received under FWS are maintained by UM's Office of Accounting. The OFA is also responsible for reporting FSW expenditures on the FISAP (the annual federal fiscal operations report) as confirmed by Accounting.

FWS students are not paid through non-cash contributions, nor equipment.

#### **Part 5.4 Job Location and Development Program (JLD) Procedures and Records**

Administered by the Career Center, the JLD assists University of Mississippi students in finding jobs in the local community. Students do not have to show financial need to participate in this program. Administration of the JLD program is paid through FWS funds up to \$75,000 per year.

#### **Part 5.5 Work Colleges Program Procedures and Records**

The University of Mississippi does not participate in the Work Colleges Program.

## Federal Work-Study Placement Sheet Family Literacy (America Reads/Math Counts)

Student's Name \_\_\_\_\_ Supervisor's Name Caitlin Ramage

Student's Phone \_\_\_\_\_ Department Family Literacy Project

Student No. \_\_\_\_\_ Account Number 350841001A

Hourly Rate \$8.50 Time Administrator # 056

Student's e-mail \_\_\_\_\_ START DATE \_\_\_\_\_

Supervisor's Phone extension and email \_\_\_\_\_

| Beginning Date of Employment |            | Ending Date of Employment |            |
|------------------------------|------------|---------------------------|------------|
| Fall 2014                    | 08/25/2014 | Fall 2014                 | 12/12/2014 |
| Spring 2015                  | 01/21/2015 | Spring 2015               | 05/08/2015 |

This students FWSP award for the periods indicated are:

| Suggested Maximum Amounts per Semester |        | Hour Totals per Semester | Suggested Average Hours per Week per Semester |       |
|--|--------|--------------------------|---|-------|
| Fall Semester                          | \$1250 | 147                      | Fall Semester                                 | 11-12 |
| Spring Semester                        | \$1250 | 147                      | Spring Semester                               | 11-12 |

**STUDENT'S INSTRUCTIONS:** When you are hired, the Family Literacy Coordinator will complete and retain this form in the Office of Financial Aid. This form must be completed or, **you will not be paid!**

### FAMILY LITERACY JOB DESCRIPTION/QUALIFICATIONS

Students in The Family Literacy (America Reads/Math Counts) program serve as reading and math tutors in local elementary, middle, and high schools, as well as some local educational service agencies. Responsibilities while on site will only include tutoring students for reading and math under the direction of classroom teachers or supervisors. Students must be in good standing at The University of Mississippi, have excellent literary or mathematic skills, be willing to work approximately ten (10) hours per week and able to commit to working 3-4 hour blocks of time, have reliable transportation to travel to and from schools/agencies, and be willing to undergo a criminal background check.

*I have read the above job description, and I understand and agree to the terms and conditions of my employment. I further understand that, in keeping with the University's compliance with the Federal Affordable Care Act, I cannot exceed working a total of 25 hours per week, or more than 55 hours per payroll period, and if I do so, I understand I will not be paid for any additional hours exceeding these limits and these additional hours will be considered volunteer hours on my part. I further understand that failure to comply with this requirement may mean my removal from my Family Literacy Program assignment.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I agree to supervise and maintain the work-study records of the above named Family Literacy student worker. In keeping with the University's compliance with the Federal Affordable Care Act, I further agree to provide reports to the onsite supervisor to comply with the requirement that the work-study (Family Literacy) student worker will not exceed working a total of 25 hours per week, or more than 55 hours per payroll period.*

Family Literacy Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The student must return this completed form to the Office of Financial Aid before beginning work!**

**OVER** →



# Family Literacy Project

## Statement of Understanding

I will fulfill, to the best of my ability, active participation in the Family Literacy Project. I have reliable personal transportation to make my assigned tutoring session. I understand the expectations and requirements of Family Literacy Project Tutors.

I understand that I am serving as a representative of the University of Mississippi in my role as a Family Literacy tutor. While on duty or involved in any activity associated with the Family Literacy Project, I shall conduct myself appropriately and dress in a suitable manner. I realize that my employment may be terminated for any incident or behavior deemed inappropriate including but not limited to: excessive tardiness, more than three unexcused absences, falsifying timesheet information, the use of drugs, alcohol or tobacco products in or near a school, coming to my assigned school under the influence of drugs or alcohol, theft, inappropriate dress, or the handling of a case not in accordance with the philosophy of the program.

I understand that I am required to submit a completed Family Literacy application, background check form, authorization to release personal information form, and all necessary payroll documents to my supervisor. I realize that no tutors will be allowed to work more than twelve hours per work-week and no more than four consecutive hours per tutoring shift. I also understand all Family Literacy tutors are required to attend an Orientation and Training session.

I will abide by each school's own specified rules and work conduct codes. I shall be on time for my scheduled tutoring sessions and shall keep consistent, reliable hours for my sessions, knowing that the teacher(s) and students are depending on me. If I know in advance that I must miss an appointment, I will notify my teacher(s) and my supervisor as soon as possible.

I agree to abide by the University of Mississippi's Supervision of Minors Policy. I understand I am required to report all reasonable suspicions of child abuse and/or neglect. I understand I am required to report any violations of the Supervision of Minors Policy. I understand I am prohibited from having One-on-One Contact with Minors (for full details, see your training booklet).

I agree to abide by all University of Mississippi policies ([www.olemiss.edu/policies](http://www.olemiss.edu/policies)).

I agree to complete all necessary paperwork and documentation of the time I work at my assigned school. I will collect all required signatures, including teacher certifications of my hours worked. I understand that if my timesheet is not accurate, legible, and completed and submitted in a timely manner that I will not be paid on schedule. Instead, the processing of my paycheck will be held until all issues are resolved and will then be submitted in a subsequent payroll cycle.

I am aware that I am welcome and invited to bring any questions or concerns I may have regarding the Family Literacy Project to my supervisor. In the event of any problem, I will report them to my supervisor as well.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Family Literacy and Math Counts Agreement

This agreement is entered into between The University of Mississippi, hereinafter known as the “Institution,” and \_\_\_\_\_, MS hereinafter known as the “Organization,” a (state public agency), for the purpose of providing work to students eligible for the Federal Work-Study [FWS] Program.

Students will be made available to the Organization by the Institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization.

**In an effort to increase the reading and math proficiency of our nation’s children, tutoring in these areas has become a federal priority.** The Federal Work-Study (FWS) regulations authorize a 100% federal share of FWS wages earned by a student who is employed:

- As a reading tutor for preschool-age through elementary school-age children, OR
- As a mathematics tutor for children in elementary school through ninth grade.

## **Term of the Agreement**

This agreement is entered into and effective for the Institution’s 2014-15 academic year (August 25, 2014 through May 8, 2015).

## **Transportation**

Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.

## **Responsibilities of the Institution**

- The Institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the students for the Organization. It is the final authority for determining whether the students are performing their work in accordance with Federal Work-Study policies.
- The Institution will determine whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, interview and provide orientation to the program, and will assign students to work for the Organization.
- The Institution will process payroll for the students employed under this agreement. Student compensation for work performed on a project under this agreement will be disbursed under the appropriate federal or state Social Security laws. All payments due as an employer’s contribution under state or local workers’ compensation laws, if any, are the obligation of the Institution.
- The Institution will monitor hours worked for the employed students and provide reports to the Organization’s site supervisor to comply with the requirement that

the student tutor will not exceed 25 hours per week or 55 hours per pay period. This is in keeping with the University's compliance with the Federal Affordable Care Act.

**Responsibilities of the Organization**

- The Organization agrees to provide on-site supervision for students. On-site supervisors must be professional, full-time, permanent employees of the Organization (teachers, counselors, and/or school administrators).
- The Organization will ensure that students assigned under this agreement will provide tutoring services only.
- The Organization will train tutors in the instructional practices they should use.
- The Organization will maintain accurate and detailed time records. For each payroll period, the Organization will furnish time reports to the Institution indicating the total hours worked each week in clock time sequence and containing the on-site supervisor's certification as to the accuracy of the hours reported. The Organization further agrees not to allow any student tutor to exceed 25 hours per week or 55 hours per pay period. This is in keeping with the University's compliance with the Federal Affordable Care Act. Student tutors who exceed these limits will not be paid for any hours beyond these limits and may mean the removal of that student tutor from the Family Literacy Project assignment.
- The Organization will ensure that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education that implement those acts.

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|                           |  |
|---------------------------|--|
| Name of Institution       | <u>The University of Mississippi</u>                       |
| Address                   | <u>Office of Financial Aid</u>                             |
| City, State, and Zip Code | <u>257 Martindale</u><br><u>University, MS, 38677-1848</u> |
| Phone                     | <u>662-915-5788</u>  |
| Representative Name       | <u>Laura E. Diven-Brown, Director</u>                      |
| Signature                 | <u></u>  |
| Date                      | <u></u>  |

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Name of Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Representative Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

SCHEDULE A

**Descriptions of the work to be performed by students under this agreement**

Students will serve the local community by tutoring (1) pre-school through middle school students in reading OR (2) elementary school through ninth grade in mathematics.

**Qualifications of Students**

Applicants must be in good standing at Ole Miss and have a current FAFSA (Free Application for Federal Student Aid) on file that demonstrates financial need. They must also have excellent literary or mathematic skills.

**Total number of students to be employed**

The number of assigned students will be determined based on the needs of the Organization.

**Compensation**

The pay rate has been set at \$8.50 per hour by the Institution.

**Average number of hours per week each student will work**

Students will work 8-12 hours per week and commit to working 3-4 hour blocks of time (no more than 25 hours per week or 55 hours per pay period).