

Federal Work Study Supervisor Policies and Procedures

June 4th, 2026

SCU SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES

Federal/Campus Work Study Policies and Procedures

Introduction

As a supervisor of student employees at Southern California University of Health Sciences, you fill a vital function for the University. Student employees provide a broad range of student services and office support while reducing their student debt load through productive employment. This manual covers the policies, procedures, and regulations of the Work-Study program at SCU.

Federal/Campus Work-Study Program

The purpose of the Federal/Campus Work Study Program (FWS/CWS) is to provide students with the opportunity for employment, as well as to allow them to earn funds that they might otherwise have to borrow toward their education. Work-Study employment must not displace employees or impair existing service contracts. Replacing a full-time employee whose position was eliminated with a student employee paid with Work-Study funds is prohibited. If a department is needing student assistance, the department head should contact the Office of Financial Aid for assistance.

When hiring students, supervisors should keep in mind that FWS/CWS is primarily to benefit the student; therefore, supervisors should be as flexible as possible, especially when scheduling the student during midterm and final exams. It is not unreasonable, however, to expect the student to adhere to the appropriate guidelines for performing the duties of the position, as well as to agree to predetermined hours depending upon the needs of the department. These guidelines should be specified in the job description. Any significant changes in the job description, such as an increased number of hours required, should be reported to the Office of Financial Aid so that the job description can be updated.

Differences between the Federal & Campus Work Study Programs

Federal Work-Study (FWS) - eligibility is determined through the FAFSA application

Campus Work-Study (CWS) - prioritized for International Students, DACA, and students who are not eligible to participate in federal aid programs

The Federal Work-Study program is subsidized by the federal government and subject to federal regulations. Students with financial need as determined by their Free Application for Federal Student Aid (FAFSA) and meet the requirements of SCU's Satisfactory Academic program are eligible to participate in the in the Federal Work Study. Students must provide appropriate documents to the Office of Financial Aid to confirm their eligibility.

The Campus Work-Study program, while adhering to many of the same regulations as the Federal Work-Study program, is funded by SCU. CWS positions are prioritized for students who are not eligible for FWS, such as International and DACA students.

Under these programs, student positions can vary from tutors, student coaches, Welcome Center ambassadors, campus store associates, just to name a few. The position must primarily serve students.

Procedure for hiring Federal Work-Study or Campus Work-Study Students

Supervisors who wish to hire a Work-Study position must contact the Office of Financial Aid to obtain a job description template. Supervisors must submit the completed job description for review and approval. The Office of Financial Aid will review the job description and the Work-Study budget allocation as part of the approval process.

Once the position is approved, supervisors are encouraged to send the names and IDs of students they intend to interview to the Office of Financial Aid. This way the student's eligibility to participate can be verified prior to the interview process along with the following:

- The student's remaining need as determined by their current award package and Cost of Attendance (how much FWS/CWS money are they eligible to earn?)
- The department budget
- The department's need for regular hours throughout the trimester, or during periods of heavy workload
- The student's need for steady income throughout the trimester, or to earn all of the award in short periods of time
- A discussion of these issues between the supervisor and applicant may prevent problems with the award amount and rate of earnings.

Under no circumstances may a student work who has not completed the hiring packet, which includes

- Conditions of Work-Study Employment

- Student Employee Code of Conduct
- Student Employment Request Form
- Work-Study Application
- TriNet New Employee Personal Information Form

Department supervisors should notify the Office of Financial Aid whenever a Work-Study student needs to be replaced. All available Work-Study positions will be posted on the Financial Aid page in mySCU and on the SCU website.

Allocation for Federal/Campus Work-Study Students

Before a student worker is given clearance to start working, the Office of Financial Aid allocates federal/campus funds (depending on the student's eligibility). These funds determine the total number of hours they can work during the given term. Students are awarded based on the pay and weekly hours. Biweekly monitoring occurs after each pay period to ensure students are not working over their hours, as well as to monitor and warn them as they near their total allocation. An email will be sent out to the student and the supervisor to let them know when the student is approaching their total allocation. Once the student has reached the total allocation, the Office of Financial Aid will email the student to immediately stop working.

In addition, students are limited to working up to 20 hours a week while school is in session. Students are not eligible to continue their Work-Study position once they have completed their program of study (graduated), withdrawn, or taken a leave of absence (LOA).

Overtime

There is no provision for overtime pay under the FWS/CWS Program; therefore, students cannot work more than 20 hours per week or 8 hours a day without breaks and a paid lunch.

Working During Breaks

If supervisors require work to continue over the break, they must advise their student workers to follow up with the Office of Financial Aid to ensure they have enough allocation to work during the term break.

Student workers can continue to work during student breaks. These are the listed breaks for the academic year:

- Fall Break
- Spring Break
- Summer Break

https://www.scuhs.edu/resources/?activetab=academic_calendars

Regulations are to stay the same, with an exception to the hours: a maximum of 40 hours per week, no overtime, and paid lunches for any individual planning on working more than 6 hours per day.

Renewal of Student Eligibility (July 1 - June 30)

In order to participate in the Federal/Campus Work Study program, students using Federal Work Study funds must file appropriate documentation for the award year, which begins on July 1 and ends on June 30. Students must complete the applicable Free Application for Federal Student Aid along with the following renewal documentation:

- Student Employment Request Form
- Student Employee Code of Conduct
- Renewal of upcoming FAFSA application

All renewal documentation will be emailed to students prior to July 1st of each year.

Timesheet Violation of Federal Work Study / Campus Work Study Program

Student timesheets are checked by the Office of Financial Aid each pay period to ensure that hours worked are correctly reported and that no student works more than 8 hours a day or 20 hours a week during school. They are also checked to verify that students working more than 6 hours take a 30-minute unpaid break. This break must be documented on the timesheet. If it is not, an adjustment will be made for you.

Students violating these regulations will be notified in writing. The supervisor will also receive a copy of the notification. If a second violation occurs, the student will be suspended from the Work-study program for 2 weeks. Supervisors may not replace a student during that two-week period. If a student continues to violate the regulations, they will be terminated from their position and the work-study program for the remainder of the academic year.

Termination of Federal/Campus Work-Study Students

The Office of Financial Aid may terminate FWS/CWS students for the following reasons:

- No remaining Work-Study eligibility
- Current award year documentation is not on file
- Falsification of a Timesheet

In the above cases, the Office of Financial Aid will contact the department supervisor by email, send a termination notice to the student, and forward a copy of the notice to the department supervisor. When a student regains eligibility, the Office of Financial Aid will notify the student that they may resume working.

It is imperative that department supervisors notify the Office of Financial Aid as soon as a student is no longer working in the department. This enables the Office of Financial Aid to keep

accurate records of the students working in the department and to determine if there are any vacancies.

Although supervisors are encouraged to be flexible when dealing with the student worker's schedule and scholastic obligations, this does not mean that a supervisor must continue to employ a student who frequently misses work without notifying the supervisor, or fails to fulfill the requirements of his/her position.

Unsatisfactory Performance

When a student performs their job in an unsatisfactory manner, it is the responsibility of the supervisor to meet with the student individually and set goals for future performance. If the student does not meet these goals and continues to perform the job unsatisfactorily, the supervisor may terminate the student.

A supervisor may not terminate a student for failing to meet requirements established after the student was hired. For example, if a student was hired with the understanding that their hours would be flexible, but the department determines that they need the student to work a fixed schedule, the student may not be terminated. When hiring additional students, however, the department supervisor may specify that the hours are fixed and expect newly hired students to adhere to that fixed schedule.

Summary of Supervisory Responsibilities

FWS/CWS supervisors have the following responsibilities:

1. Ensure all hiring documents are up-to-date based on the academic year
2. Approved student timesheets semi-weekly.
3. Ensure students working more than 6 hours each day take a 30-minute unpaid break.
4. Ensure students work no more than: 8 hours each day, 20 hours maximum each week during school, 40 hours per week during approved school breaks
5. Review student performance periodically.
6. Notify the Office of Financial Aid of any changes in student wages.
7. Notify the Office of Financial Aid if a student discontinues FWS/CWS.

THANK YOU for providing our students with the opportunity to gain valuable work experience while helping with their education expenses.

List of Work-study documents Student Forms

1. Conditions of Work-Study Employment
2. Student Employee Code of Conduct
3. Student Employment Request Form
4. Work-Study Application Supervisor Forms
5. Conditions of Work-Study Employment

6. Student Employee Code of Conduct
7. Student Employment Request Form Payroll Packet
8. TriNet New Employee Personal Information Form
9. Any additional documents requested on their behalf

Helpful Links:

- <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2022-2023/vol6/ch2-federal-work-study-programopy>