SOUTHEASTERN
COMMUNITY COLLEGE

Federal Work-Study Handbook
For Students and Supervisors

Effective 7/1/26

Last Updated: 7/13/26

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SCC MISSION, VISION AND VALUES

Mission

Southeastern Community College provides accessible, quality programs and services which promote student success and economic vitality.

Vision

Southeastern Community College, a visionary leader in lifelong learning, embraces diversity, transforms lives, strengthens communities, and inspires individuals to excellence.

Values

Excellence: We are committed to the highest standards in all aspects of teaching, learning, and service.

Integrity: We encourage honesty, respect and personal accountability among and between students, staff, and stakeholders.

Stewardship: We are effective and vigilant stewards of our financial, physical, and human resources.

Continuous Improvement: We promote evidence-based decisions and systems within a culture of empowerment and teamwork.

FEDERAL WORK-STUDY OVERVIEW

About the Federal Work-Study Program

Federal Work-Study (FWS) is a program which provides part-time employment opportunities to eligible students to assist with the costs of post-secondary education. Students fill out a job application and are selected to go on interviews, as with any job. The program is designed to provide students with an opportunity for employment arranged around class schedules.

Jobs may be on-campus or off-campus at non-profit organizations, with at least one FWS student employed as a reading tutor for children of preschool and/or elementary age or with a family literacy program. Off-campus positions must first be approved by the Financial Aid Office, and a contract signed.

The salary for students participating in the work study program is reviewed annually and is published on the Part-Time Hourly Salary Schedule. No student will receive less than minimum wage. *Effective July 1, 2023, wage rates are as follows: $13.50/hour for on-campus positions and $14.00/hour for off-campus positions.*

The student's cost of attendance is based upon their educational program. A budget is constructed which reflects the student's maximum earning potential. Eligible students are usually allocated $1,000 per semester that can be earned through work-study employment. This translates to approximately 105 hours per semester for on-campus positions and 95 hours for off-campus positions. The amount of hours available may be increased or decreased depending on the student's level of unmet need and the funding level of the department's work-study budget.

Eligibility

Students must complete a FAFSA, have an ISIR on file with the Financial Aid Office, have federal student aid eligibility, and demonstrate financial need to be eligible for the Federal Work-Study program. They must also meet Satisfactory Academic Progress standards at the end of every semester, and maintain half-time (6 credit hours) or greater enrollment. Exceptions to the half-time enrollment policy can be made at the discretion of the Financial Aid Director. Along with the job application, students must complete a Federal Work-Study Agreement and payroll documents.

Hiring Process

Work-study openings will be posted online as well as on campus bulletin boards. Some positions are advertised by word of mouth. Upon completion of a Federal Work-Study application, the Financial Aid Office will check the student for eligibility to work a FWS position. The Financial Aid Office will contact the department supervisor and share the application and the maximum number of available hours with the supervisor.

It is the supervisor's responsibility to select a few students and conduct interviews with them. The supervisor will notify all interviewed students of their decision. Once a student is chosen, the supervisor should instruct the student to report to the Financial Aid Office. There, the student will complete a Federal Work-Study Agreement and a Paycheck Mail Authorization. They will also be given a packet of paperwork that needs to be turned in to Human Resources. Human Resources will also need to take a copy of identity and employment eligibility documents such as social security card, driver's license, or passport. Human Resources will e-mail the Financial Aid Office and the supervisor when the paperwork has been processed and the student is approved to begin working.

SCC POLICIES

Non-Discrimination Statement

SCC Non-Discrimination Policy 07.21.2025

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, creed, religion, and actual or potential family, parental, or marital status in its programs, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Dean of Students (student concerns) at 319-208-5101 (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 Facsimile: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.

Handling of Confidential Information

Many employees (including work-study employees) will be exposed to and have access to information which is of a confidential nature. Such information should not be shared with unauthorized personnel.

Policies

All Work-Study students are expected to follow the policies and procedures outlined in the **Southeastern Community College Student Handbook and Student Code of Conduct**. These guidelines apply to conduct, attendance, academic integrity, and all other expectations of SCC students.

In addition, Work-Study students are responsible for adhering to the specific requirements of their assigned position and the standards set forth by their supervisor.

For full details, please refer to the **SCC Code of Conduct**: 2024–2025 Student Handbook (PDF).

https://www.scciowa.edu/_resources/docs/student-services/2025-2026-student-code-of-conduct.pdf

Drugs and Alcohol

Drug & Alcohol Misconduct, including, but not limited to:
1. Unauthorized possession, use, sale, manufacturing, distribution, or transportation of alcoholic beverages in or on College property or at any College sponsored function;
2. Public intoxication, disorderly conduct, or appearing to be under the influence of alcohol and/or drugs while on College property or at any College sponsored function;
3. Unauthorized possession, use, sale, manufacturing, distribution, or transportation of drugs, including any legally controlled substance excepting prescribed substances taken in accordance with medical directions, while on College property or at a College sponsored function;
4. The unauthorized possession, use, sale, manufacturing, distribution, or

transportation of any drug paraphernalia, including prescription drugs;
5. Use of any tobacco product while on College property, pursuant to Administrative Guideline 840; or
6. Any violation of Institutional policy regarding drugs and/or alcohol, pursuant to Administrative Guideline 1013 or Administrative Guideline 1014.

RESPONSIBILITIES

Separation of Responsibilities

It is important that supervisors and students realize they are jointly responsible for the smooth operation and legal requirements of the Work-Study program. Federal tax-payer funds are used to pay students, therefore the hours worked should be accurately reported, and the work done should be of high quality, consistent with what is expected of any SCC employee.

With that said, Work-Study students are students first and employees second. They must maintain good grades and be enrolled at least half-time while working. There should be a joint effort in setting goals and expectations for the student, and providing tools for him or her to succeed in the workplace. Many students have their first opportunity for paid work within the Work-Study program. The College is responsible for investing in the future, and these students are responsible for representing SCC now and for years to come.

It is important that student workers be as responsible as other employees. This means giving ample notice if schoolwork will affect work hours. Students should not expect to be able to study during work hours. If the student has completed all assignments, s/he may ask to study, but the decision is left wholly to the supervisor as to whether to allow this or not. Since hours under this program are extremely limited and come from taxes, studying should not be a routine part of the student's workday but reserved for times when the student is needed for passive work (for example to answer phones), but no active work (such as filing or setting up a lab) is available.

Supervisor Responsibilities

Supervisors must file job requests with the Work-Study Coordinator as soon as possible when a Federal Work-Study position becomes available so that we can assist in filling that position in a timely fashion. Supervisors must also be willing to provide or update job descriptions as needed.

Set Expectations

ℵ Convey the need to work and behave according to Southeastern Community College's mission, vision, and values, including abiding by SCC policies.

ℵ Demonstrate respect for these core values in your work and supervisory style.

ℵ Develop a mutual understanding with all those you supervise of job requirements and measures of performance.

ℵ Work with employees to adjust expectations as new challenges arise.

By Being A Leader Who:

ℵ Respects employees, particularly the privacy of financial aid students.

ℵ Exhibits trust, honesty, and ethical behavior.

ℵ Is approachable and available.

ℵ Listens to employee concerns and suggestions.

ℵ Is aware of, and promotes safety in the workplace.

ℵ Communicates effectively with the student.

ℵ Communicates effectively with the Financial Aid Office.

Student Responsibilities

Meet Expectations

ℵ Work and behave according to Southeastern Community College's mission, vision, and values, including abiding by SCC policies.

ℵ Demonstrate respect for these core values in your work ethic.

ℵ Meet all job requirements and measures of performance.

ℵ Meet all Financial Aid requirements for employment each semester.

Be An Employee Who:

- Respects other employees.
- Exhibits trust, honesty, and ethical behavior.
- Expresses concerns and suggestions.
- Is aware of safety in the workplace.
- Communicates effectively with the supervisor.
- Communicates effectively with the Financial Aid Office.

Shared Responsibilities

Work Schedule

When interviewing a student, it is recommended that the supervisor and student discuss the student's current class schedule to ensure that it will meet the department's needs. It is also important to let students know if specific skills will be required to perform the job. It is the supervisor's responsibility to define a work schedule that fits with the student's class schedule, as well as with the department's needs. **Under no circumstance will a student be scheduled to work during class time as this is against federal regulations.**

Orientation

The supervisor should conduct a job orientation with the student to include review of:

- Department expectations, rules and regulations
- Scheduled hours
- Responsibilities and tasks, including procedure for submitting timecards
- Who to call if they are going to be out sick
- How to request time off (and how long in advance)
- What to do if their schedule changes
- What to do in an emergency, including a discussion of safety and security issues

- Expected dress attire
- Confidentiality expectations (FERPA)

Safety and Security

- The supervisor will show the Campus Safety & Title IX section of the College website to the student with special attention given to procedures.
  https://www.scciowa.edu/life/safety.aspx
- The supervisor will show the student the fire evacuation route and tornado shelter for the work area.

PAYROLL PROCEDURES

A schedule of pay periods, including timecard due dates and pay dates, will be provided to all work-study employees and supervisors. On pay dates, your check can be picked up at the Financial Aid Office. Pay dates are usually on the 15th and last day of the month. If you do not collect your check on the pay date, it will be held in the Business Office for you to pick up. Any checks not picked up by the following pay period will be mailed to the address you provided on your Paycheck Mail Authorization Form. If you move, it is important that you contact both the Human Resources office and the Financial Aid Office to inform us of the change.

How to Fill Out and Submit Your Work-Study Timecard

Legibly write your full name and the department you work for.

Write in the last date of the pay period - refer to the payroll schedule on the reverse side of this sheet.

Record the times in and out for each day you worked within the pay period. Please use quarter-hour rounding for times in and out. Refer to the chart below for examples:

Actual Time	Round To
8:00 – 8:07	8:00
8:08 – 8:22	8:15
8:23 – 8:37	8:30
8:38 – 8:52	8:45
8:53 – 9:00	9:00

Total up the number of hours worked each day in the column on the right-hand side of the card and record the Grand Total at the bottom.

Sign and date your timecard.

Have your timecard signed by your supervisor. Only the supervisor/supervisors listed on your work-study agreement are authorized to sign your timecard, and it is the work-study employee's responsibility to obtain this signature.

Make sure that your timecard is filled out completely and accurately. **Any errors or missing signatures could result in a delay of payment.**

Submit your timecard to the financial aid office by the published due date. Some supervisors will submit it for you; others leave this up to the student. Make sure you know how your supervisor prefers to handle timecard submission. **Any late timecards will be held for processing until the next payroll.**

Work-study employees must obtain blank timecards directly from the Financial Aid Office. They are not distributed be work-study supervisors.

Separation

No Longer Interested

Students may voluntarily resign from their position at any time. However, it is asked of them to provide the department they are working for at least a two week notice if possible. If a student resigns from their position, it does not prevent them from obtaining the same or another position at a later date. Once the supervisor is made aware of their resignation, the supervisor should notify the Financial Aid Office of the resignation and should advise Financial Aid if they plan to hire a replacement.

Termination by Supervisor

Supervisors may terminate the Federal Work-Study student at any time for unsatisfactory job performance and/or insubordination. Reasons can include but are not limited to: repeated failure to arrive at work on time, failure to complete assigned tasks, or disruption of the department. When possible, the supervisor should call the Financial Aid Office prior to termination, but if not possible, contact us immediately afterward.

Termination by Financial Aid Office

The Financial Aid Office never wishes to terminate a student contract, but must do so at any time a student is no longer eligible for Work-Study. We will attempt to give the student and supervisor advance notice, if possible. Examples of changes in eligibility include: failure to meet Satisfactory Academic Progress (SAP) standards, changes in enrollment status/cost of attendance, additional aid was awarded making the student ineligible for the Federal Work-Study program, all necessary paperwork has not been completed, or changes in funding levels/run out of hours.

Additional Information

Summer Work-Study

Federal Work-Study is available for those students that are attending at least half-time during the summer. In order to continue working after June 30, students must have eligibility for Federal Work-Study for the upcoming fall term and be enrolled at least half-time for the fall. After June 30, students are paid from the new academic year funds. As always, the student must continue to meet SAP after summer grades post in order to continue working.

Concurrent Employment

A Work-Study student may concurrently be employed for two or more supervisors at the College. The student will have a separate Work-Study Agreement and keep a separate record of hours worked for each position.

Additional Questions

Additional questions regarding the Federal Work-Study program can be directed to the Financial Aid Office.

West Burlington Financial Aid Office: 319-208-5014

Keokuk Financial Aid Office: 319-313-1931

We thank you for your interest in the Federal Work-Study program and hope that it is a rewarding experience for everyone!