



Los Angeles City College
Financial Aid Office

Federal Work Study Employer Orientation

EMPLOYER ORIENTATION

This document outlines information about the Work Study Program at LACC and how departments and candidates may participate in the program. It will explain the necessary steps for departments to hire student workers under Federal Work Study and how candidates qualify to obtain a work study assignment, the eligibility criteria, and most common questions.

Federal Work Study Departments

Since FWS is a high demand program and positions are limited, meeting certain deadlines is a requirement. The FWS Coordinator will send an email to the LACC community, including former FWS departments, an email inviting them to participate in the program. The email will ask to complete an interest form.

This form will be used to create a job posting on the Financial Aid Work Study page and will ask for:

- the name of the department/office,
- the individual assigned to supervise/manage student workers,
- the number of positions requested and whether they would like to rehire any candidates, and
- a brief description of the job and any skills required for the assignment.

With this information, the FWS coordinator will create the jobs listing page where students will search for the available job opportunities: what you type on the request form is what will be posted on the web page, and what the students will see. The jobs will be posted based on the date the department submits the interest form.

Federal Work Study Candidates

A FWS candidate is defined as a student who completes their FAFSA prior to May 1st of every year and indicates interest in the federal work study program on their FAFSA. Students who meet these criteria are invited to participate and become work study candidates. The invitation will include a FWS access code, a requirement to submit a request for interview. Every year, the financial aid office invites more than 1500 candidates to participate in the FWS program.

Students' Request for Interview

Upon receiving the invitation, candidates are instructed to visit the FWS page and browse the Job Listing for available FWS positions. Students interested in the position will email the supervisors to arrange an interview. The candidate's request email should include:

- The candidate's name, student ID number, and the preferred contact information
- The assigned FWS access code to validate the candidate's eligibility,
- the desire to interview for the position and possible availability, and
- resume (recommended).

The interviews are generally informal. Students may request interviews for as many departments as they would like.

After the Interview

If the interview goes well, the supervisor will recommend the candidate for the position with the FWS Coordinator in the financial aid office. The FWS Coordinator will verify the FWS eligibility criteria (refer to the eligibility section for details). If all the criteria are met, first-time student workers (or student workers returning after one or more years without an assignment) will be instructed to complete the LACCD hiring paperwork with the Personnel Office. This process may take a few weeks, candidates should be advised not to delay this process.

Hiring process with Personnel

The FWS Coordinator will email the candidate the Hiring Packet. There are several forms and all of them must be thoroughly completed and signed. Part of the process includes a mandatory TB Test, showing a passing result, and LifeScan fingerprint. Once the Hiring Packet is completed, the candidate will submit it to the Personnel Office - **only completed packets are accepted.**

You may refer any questions from the student about this process to the Personnel Office or the FWS coordinator.

FWS Assignment

Eligibility Criteria

To be eligible for FWS, candidates must:

- Have a FAFSA submitted prior to May 1st of every year to be considered for the following academic year.
- Have completed all the required documents to process the application.
- Be eligible for Title IV financial aid.
- Have indicated interest in FWS on the FAFSA
- Have enough unmet need to have a work study assignment (around \$5,000 unmet need)
- Meet Satisfactory Academic Progress Standards or have an appeal for financial aid approved.
- Be enrolled and maintain at least 6 financial aid eligible units throughout the duration of the assignment. If the candidate drops below 6 units, they must stop working immediately and notify their supervisor and the FWS coordinator so that other options may be evaluated.
- Pursue a financial aid eligible academic goal at LACC, and LACC must be the Home School on record.

Q&A

How does academic progress affect the candidate's eligibility for FWS?

To qualify for FWS, as well as any Title IV financial aid, candidates must be in good academic standing. Their academic record is reviewed cumulatively prior to the start of every semester. There are three criteria to meet:

- Maintain a cumulative GPA within the LACCD of at least 2.0,
- Complete cumulatively 66.5% of all attempted units - completed classes are classes graded with D, C, B, A, CR, or P (any W, NCR, INC, NP, and F are considered as incomplete classes and will count against your completion rate)
- Not exceed 150% of the length of their academic goal within LACCD (i.e., if an academic goal is obtaining a Certificate of Achievement and it requires 30 units, the student will be disqualified once they reach 45 attempted units)

If students do not meet all these requirements at the time their SAP is evaluated, they will be disqualified. To be reinstated students must submit a complete appeal to the Financial Aid Office. If the appeal is approved, they will regain eligibility for Work Study and other Title IV financial aid.

Can students return to the same assignment the following academic year?

Since this is a high demand program and positions are limited, meeting certain deadlines is a requirement to continue in the FWS program. To be considered as a candidate for the FWS program the following academic year, students must complete the FAFSA no later than May 1st and indicate interest in the federal work study program. Other requirements may apply. The students may inquire with the financial aid office Work Study Coordinator for more information. The student and the hiring department must both agree to rehire the student worker if all other conditions are met.

Do students have to take a break or lunch?

Breaks and lunch time are required for students who exceed a certain number of consecutive hours. If a student works 2 hours, then goes to class for 1 1/2 hours, and then goes back to work 2 more hours, they are not required to take any breaks/lunch.

If a student works more than 4 consecutive hours, they are required to take a 10-minute paid break, students should coordinate their breaks with the supervisor.

If a student works more than 6 consecutive hours, they must take a 30 minute, off the clock and unpaid lunch break. These 30 minutes will be deducted from the total hours worked if not reported accordingly. To avoid issues with the breaks/lunch, students should be scheduled to work 5 hours a day.

Please schedule your student workers' breaks if their work schedule meets the conditions listed above.

Can a FWS assignment be adjusted or terminated?

Yes, an assignment may be adjusted or even terminated. While the maximum hours allowed for student workers is 25 per week, there may be external factors, like changes in their unmet need due to new awards, or adjustments from the financial aid office, that could lower the number of hours. The Financial Aid Office will notify you and the student about any changes in the assignment.

Where and when are timesheets submitted?

Original FWS timesheets must be submitted **weekly** to the Financial Aid Office, there is a dedicated inbox located in the Welcome Center. It is the supervisor's responsibility to submit the students' timesheets in a timely manner. The timesheets must be complete, legible, and accurate, preferably typed, otherwise their payment may be delayed or canceled; the financial aid office will submit the timesheets received to Payroll to process payment. Note that one time sheet can be used for multiple student employees.

Can a student worker work if their class is cancelled?

Classwork is always the student's priority, and they cannot be assigned to work while they are scheduled for class. An assignment will never interfere with the schedule of classes. It is strictly prohibited to report work hours during the time they are scheduled for class.

Even if a class is cancelled for the day, students cannot report to work during that time. It will represent an audit finding.

How much do student workers make?

The current rate for a federal work study assignment is **\$16.25 per hour**. The assignments last the duration of the semester - 16 weeks for Fall and 16 weeks for Spring. Students who meet all the requirements may earn upwards of \$13,000 per academic year or more when we include the winter intersession.

Can students work during Winter, Spring break, and Summer?

Some students may be able to work during these periods; it typically depends on their award, unmet need, the FWS general budget, and other circumstances. The FWS coordinator will determine the student's availability to work during these intersessions and will notify the department and the students whether student workers may work during these periods.

How can students access their paystubs?

All employees are assigned an email account that is created for them once they become employees of the Los Angeles Community College District. Student workers will receive their paystubs via email every pay period. Please note that payments have a 2-week delay due to processing times by the Payroll office. The student's first payment may not come until the end of the first month of work.

Do student workers qualify for paid sick leave?

Yes, student workers accrue paid sick time. The paystubs will show any accumulated sick pay earned. Students may use this sick leave time after certain amount of time working for the College. Consult with Payroll/Personnel if you or the student have any questions on this topic.

What is the South Coast AQMD?

The South Coast Air Quality Management District (AQMD) survey is a mandatory commuter survey that occurs every October. All LACC employees, including student workers, will be asked to complete this commuter survey to report on how they commuted to work during a specific week established on the survey. Check with the FWS Coordinator or the LACC AQMD Coordinator for details on this survey.