



Los Angeles City College
Financial Aid Office

Federal Work Study Student Worker Orientation

STUDENT WORKER ORIENTATION

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

Federal Work Study Candidates

Since FWS is a high demand program and positions are limited, meeting certain deadlines is a requirement. A FWS candidate is defined as a student who completes their FAFSA prior to May 1st of every year and has indicated 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, required to submit a request for interview.

Obtaining a FWS Job Assignment

Request for Interview

Upon receiving the invitation to the program and the FWS access code, students may visit the FWS page to browse the Job Listings for the available FWS positions. The list will display the job description and other minor details about the job. It will also show the department supervisor and their contact information. Students interested in the positions will email the supervisors to arrange for an interview. The interview 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, and 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, do not delay it.

The 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.**

FWS Assignment

Once the candidate is cleared for work at LACCD, the Personnel Office will notify the FWS coordinator (if the department receives the Personnel Clearance, please forward it to the FWS Coordinator). Upon reviewing that the eligibility criteria remain, the FWS Coordinator will create a FWS assignment (PCR) for

the candidate. The department and the candidate will be officially notified with the details of the assignment:

- Weekly hours (maximum is 25 hours per week)
- Start date and end date of the assignment (assignments are for one semester and are automatically renewed for the following term upon agreement from the candidate and the department)
- Other pertinent details to the assignment

IMPORTANT: A candidate shall not start working until the official notification is received.

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 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 my academic progress affect my eligibility for FWS?

To qualify for FWS, as well as any Title IV financial aid, you must be in good academic standing. Your 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 your 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)
- You must not exceed 150% of the length of your academic goal within LACCD (i.e., if your goal is obtaining a Certificate of Achievement and it requires 30 units, you will be disqualified once you reach 45 attempted units)

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

Can I 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, you 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 hiring department must also agree to rehire the student worker if all other conditions are met.

Do I have to take a break or lunch?

Breaks and lunch time are required for students who exceed a certain number of consecutive hours. If you work 2 hours, then go to class for 1 1/2 hours, and then go back to work 2 more hours, you will not be required to fulfill the breaks/lunch.

If you work more than 4 consecutive hours, you will be required to take a 10-minute paid break (notify your supervisor regarding this mandatory break).

If you work more than 6 consecutive hours, you 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, please take your lunch breaks. To avoid issues with the breaks/lunch, students typically are scheduled to work 5 hours a day.

Can my FWS assignment be adjusted or terminated?

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

Access your [LACCD Portal](#) for more information on your specific unmet need and financial aid awards.

Where do I submit my timesheets?

The original FWS timesheets must be submitted **weekly** to the financial aid office. It is your supervisor's or designee's responsibility to submit your timesheets in a timely manner. The timesheets must be complete, legible, and accurate, preferably typed, otherwise your 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 employees.

Can I work if my class is cancelled?

Classwork is always your priority. Your work study assignment will never interfere with your schedule of classes. It is strictly prohibited to report work hours during the time you are scheduled for class.

Even if your class is cancelled for the day, you cannot report to work. Take that time to study, rest, or spend time with your classmates outside the classroom!

How much do student workers make?

The current rate for a federal work study assignment is **\$16.25 per hour**. Student workers can work up to 25 hours a week. 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.

How can students see 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. You 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. Your first payment may not come until the end of the first month of work.

Do student workers qualify for paid sick leave?

Yes, you will accrue paid sick time. Your paystubs will show any accumulated sick pay earned. You may use this sick leave time after certain amount of time working for the College. Consult with Payroll if you 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 your supervisor or the FWS Coordinator for details on this survey.