

# Federal Work-Study Supervisors Responsibilities Checklist



A FWS supervisor has been entrusted with federal dollars for the student upon hiring the student employee. A FWS job is an opportunity to gain valuable job experiences and skills. To help your FWS student get the most out of his/her job experience, the responsibilities of the supervisor and the student should be clearly understood and enforced. Here are some of your responsibilities:

1.  Supervisors are expected to provide a meaningful work experience consistent with the job description that was provided for this position.
2.  The supervisor must provide training, explain job assignments and describe dress code in the work area.
3.  **Do not authorize your student to work until you receive a confirmation from HR/Payroll that the hiring process has been completed.**
4.  Upon hiring a Federal Work-Study student, the supervisor is responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department.
5.  Being available to students for supervision and instruction during every student shift. That means students must be supervised while performing work-study job duties. Have an eligible member on site to supervise FWS students if you are not available (e.g. ill, in a meeting)
6.  Supervisors **must monitor the hours a FWS student works**. That means that you must maintain a cumulative record of each student's earnings and remaining award. Supervisor **keep track of the hours used to ensure they are not exceeded**.
7.  Students cannot be scheduled to work during their class time or exam periods.
8.  Supervisors should check the student class schedule each semester to ensure students are not working during class time. Any exception, such as a class cancelation, must be documented.
9.  Keep in mind that working more hours only uses awarded hours quicker and there is no guarantee that an initial work-study award will be increased during the year. Moreover, FWS award amounts may be revised/reduced due to a student receiving additional financial aid.
10.  If the student stops showing up for work, notify the Work-Study Coordinator immediately.
11.  Terminate student **promptly** when total FWS award has been earned or when performance is continually unsatisfactory.
12.  **Assume responsibility for earnings of students during any period of time when the student is or was ineligible to receive FWS funds.**
13.  Know the FWS calendar dates. For instance, **there is no work-study during the last day of the Spring semester through June 30<sup>th</sup> of that year**. In the fall and spring semesters, students cannot work more than 20 hours a week. However, in the summer sessions and during breaks, students can work up to 35 hours a week.
14.  Recommended: Have students sign a confidentiality agreement.
15.  At your discretion, conduct periodic evaluations of FWS students.
16.  Keep on file the student's contact information.
17.  Attend FWS Supervisors' Meeting / Training.

Questions and concerns regarding the Federal Work-Study Program are to be directed to the Work-Study Coordinators:

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Brighton Campus	Ramon L. Rodriguez, Financial Aid Specialist	292-2560	<a href="mailto:rrodriguez@monroecc.edu">rrodriguez@monroecc.edu</a>