

TABLE OF CONTENTS

WELCOME LETTER TO STUDENT EMPLOYEES.....2

2008-2009 WORK STUDY CALENDAR.....3

CONTACT INFORMATION.....4

WORK STUDY PROGRAM AT ACC.....5

 WORK STUDY PROGRAM OBJECTIVES5

 COMMUNITY SERVICE JOBS5

 HOW IS COMMUNITY SERVICES DEFINED?5

TYPES OF WORK STUDY PROGRAMS7

 ELIGIBILITY FOR WORK STUDY7

 WORK STUDY PAY RATE.....7

WORK STUDY AWARDS.....8

 SUMMER WORK STUDY EMPLOYMENT8

WORK STUDY POLICY9

 OVERTIME9

 BREAKS9

 DRESS CODE.....9

 APPROPRIATE BEHAVIOR.....9

 HOMEWORK.....9

 ILLNESS9

 TERMINATION/DISMISSAL10

 RESIGNATION10

PRIVACY OF STUDENTS AND STAFF10

WORK STUDY PROCEDURES11

 HIRING PROCEDURES.....11

 WORK STUDY CONTRACT.....11

PAYROLL PROCEDURES12

 TIMESHEETS12

 DIRECT DEPOSIT12

FROM THE OFFICE OF HUMAN RESOURCES12

 SEXUAL HARASSMENT12

 DRUG-FREE WORKPLACE.....13

 COMPUTER POLICY.....13

WELCOME LETTER TO STUDENT EMPLOYEES

Dear Student Employees,

Congratulations on receiving work study funds. Arapahoe Community College welcomes you to their team. Work study is a Financial Aid resource offered to students to help meet educational expenses. The program provides jobs for students with financial need and an opportunity to gain job knowledge and experience towards each student's career goals.

Although many students qualify for work study, a work study award is not offered to all eligible students because funding is limited. The work study appointment is temporary and only guaranteed for one academic year. You may view job postings at www.arapahoe.edu or visit the job board in front of Financial Aid Office (M2115) for the large variety of positions that are available throughout the school.

We pride ourselves in giving friendly and expert service to our student population and in-house staff. We want you to enjoy your work experience while learning new skills and enhancing skills you already have. We wish you much success for academic year 2008-2009.

Sincerely,

Jennifer Hillgrove
Financial Aid Counselor
Work Study Coordinator

2008-2009 WORK STUDY CALENDAR

August 5	First day of Fall 2008 work study employment (student must be registered for at least half-time for Fall semester)
September 2	Deadline for students to secure work study employment for Fall 2008
November 27	Thanksgiving – College closed
December 19	Last day of Fall 2008 work study employment
January 5	First day of Spring 2009 work study employment (student must be registered for at least half-time for spring semester)
February 4	Deadline for students to secure work study employment for Spring 2009
May 22	Last day of Spring 2009 work study employment
May 26	Tentative first day of Summer 2009 work study employment (student must be registered for at least half-time for summer semester)

CONTACT INFORMATION

<p>Arapahoe Community College Financial Aid Office Campus Box 11 5900 S. Santa Fe Drive P.O. Box 9002 Littleton, CO 80160-9002 Voice: 303.797.5661 Fax: 303.797.5663</p>	<ul style="list-style-type: none"> • Manages the financial aid application and verification process • Monitors academic progress for financial aid students • Awards grants, loans and work study funds • Monitors work study allocations • Monitors enrollment status of work study employees • Develops and manages the Community Service work study program • Maintains the student employment web site and job board • Supports supervisors with disciplinary procedures
<p>Arapahoe Community College Payroll Office Campus Box 4 5900 S. Santa Fe Drive P.O. Box 9002 Littleton, CO 80160-9002 Voice: 303.797.5641</p>	<ul style="list-style-type: none"> • Collect and enter timesheets • Houses W-4's and tax exemption status • Sends out W-2's • Release paychecks • Processes Direct Deposit forms
<p>Arapahoe Community College Human Resources Campus Box 5 5900 S. Santa Fe Drive P.O. Box 9002 Littleton, CO 80160-9002 Voice: 303.797.5724 Fax: 303.797.5938</p>	<ul style="list-style-type: none"> • Collect contracts and work study employment paperwork • Create work study employment file • Houses I-9's records • Emergency Information • Drug-Free Workplace Policy Statement • Computer Policy Agreement • Sexual Harassment and Equal Opportunity Statements • Background check

WORK STUDY PROGRAM AT ACC

The Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study. Work study jobs are available both on- and off-campus. Off-campus jobs with federal, state or local public agencies or private nonprofit organizations must be in the public interest.

Although many students qualify for work study, a work study award is not offered to all eligible students because funding is limited. The work study appointment is temporary and only guaranteed for one academic year. Students may view job postings at www.arapahoe.edu or visit the job board in front of the Financial Aid Office (Room M2115) for the large variety of positions that are available throughout the school.

Work Study Program Objectives

- To assist students in meeting educational costs.
- To the maximum extent possible, provide jobs that complement and reinforce the student's educational program or career goals.
- To regulate employment conditions, including pay, that is appropriate and reasonable according to the type of work performed.
- To make students aware of community service job opportunities and encourage them to get involved with local nonprofits and government agencies.
- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under Federal Work Study must be paid for all hours worked.

Community Service Jobs

As a requirement of the Federal Work Study Program, Arapahoe Community College must make students aware of community service opportunities by encouraging them to get involved in community service activities, and employ work study students in community service jobs.

How is Community Services Defined?

For the purpose of the Arapahoe Community College Federal Work Study Program, community services are defined as services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, creation, rural development, and community improvement;

- Work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990, and service in the agencies, institutions, and activities designated in Section 124(a) of that act;
- Support services for students with disabilities (including students with disabilities who are enrolled at the school);
- Activities in which a work study student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

There is no restriction as to whether these jobs are located on- or off-campus. On-campus jobs can meet the definition of community services, provided that the services are open and accessible to the community. The service provided by the work study employee must be in the public interest, meaning it primarily benefits the community as opposed to the agency or school. Work is not in the public interest if:

- It primarily benefits the members of an organization with membership limits, such as credit union, a fraternal or religious order, or a cooperative;
- It involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- It is for an elected official unless the official is responsible for the regular administration of federal, state, or local government;
- It is work as a political aide for any elected official;
- It takes into account a student's political support or party affiliation in hiring him or her;
- It involves lobbying on the federal, state, or local level.

Tax-exempt status as described in the Internal Revenue Code is not an automatic qualification for the Community Service Work Study Program. The Financial Aid Office reviews all Community Service Work Study job descriptions and classifies them for the Community Service Work Study Program. Please contact the Financial Aid Office for further information.

TYPES OF WORK STUDY PROGRAMS

Work study is available to students who are eligible for Title IV Federal student aid. Students are employed during an award year and can work up to 20 hours per week. To the extent practical, ACC will attempt to provide employment that complements and reinforces the educational and vocational career goals of the student. Student earnings are restricted to the amount of their award. Work study awards are available to students who are enrolled in at least half-time (six credit hours), and maintain a cumulative 2.0 GPA or higher. Listed below are the types of work programs offered at Arapahoe Community College.

Colorado No-Need work study (CNN) – The state provides limited funds for employment of students who do not necessarily have a financial need. Applicants must be Colorado residents for tuition purposes and complete the Free Application for Federal Aid (FAFSA).

Colorado Work Study (CWS) – Student must be a Colorado resident and demonstrate financial need. Amount of award is based on completing the Free Application for Federal Student Aid (FAFSA).

Federal Work Study (FWS) – This program is need based. The federal government provides funds; students do not need to be a Colorado resident to qualify. Amount of award is based on completing the Free Application for Federal Aid (FAFSA).

Eligibility for Work Study

In order to be considered for work study at ACC, applicants must:

- Be accepted for admission in an eligible degree or certificate program.
- Be a U.S. citizen or permanent resident of the United States.
- Have earned a high school diploma, passed the General Educational Development (GED) test or the College Placement Test with scores of 55 reading, 60 sentence structure and 34 in math.
- Be planning to attend class on at least a half-time basis (six credit hours or more).
- Have completed the FAFSA form and submitted it for processing.
- Not be in default of Federal Student Loan or owe a repayment on a Federal Grant.
- Meet other state and federal eligibility requirements.

Work Study Pay Rate

The pay rate is determined by the type of work performed; therefore, it varies from department to department depending on the type of work. The categories below are set up as a guide to help supervisors determine the pay rate for student employees in their department.

Student Aid 1 – work study positions are paid an hourly rate of \$7.02 - \$9 per hour. Examples of jobs that fall in this category are general office assistants, child-care aides, custodians, and food-service workers. These jobs generally need no prior training and no special skills to perform the job.

Student Aid 2 – work study positions are paid an hourly rate of \$9 - \$11 per hour. Examples of jobs that fall under this category are data-entry clerks, computer assistants, art studio assistants, grounds and maintenance workers, lab and research assistants, library aides, tutors, child-care program assistants and any other job that will need some specialized skills.

Security/Financial/Special – work study positions are paid \$11 - \$12 max per hour. Examples of jobs that fall in this category are cash handlers, security assistants, ID system employees, disability service aides, special academic aides dealing with personal information of students, network and web page support staff and any other job that will require prior training, background checks and specialized skills.

WORK STUDY AWARDS

Work study is need-based and awarded on a first-come, first-serve basis. The standard award amount in 2008-2009 is \$5000. Student employees may earn up to \$2500 for fall semester and \$2500 for spring semester. However, work study awards will be reduced if the student receives an additional scholarship, requests a loan or makes changes, to prevent awards that exceed gross need.

Supervisors need to monitor earnings and ensure that students do not earn more than \$2500 per semester. To calculate the number of hours per week a student can work for a semester, use the following formulas:

$$\frac{\text{Amount of work study award}}{\text{Rate of pay}} = \text{Total hours of eligibility}$$

$$\frac{\text{Total hours of eligibility}}{\text{Number of weeks employed}} = \text{Number of hours per week}$$

Summer Work Study Employment

Summer work study for 2008-2009 will begin tentatively on May 26, 2009. Students must have FAFSA 09-10 on file, be enrolled at least half-time (six credit hours) in summer and fall semesters and meet satisfactory academic progress. Only continuing student employees will be awarded work study for the summer semester upon availability of funds.

WORK STUDY POLICY

Overtime

Student employees are not allowed to work overtime.

Breaks

Student employees are entitled to a 10 minute paid break for every four (4) hours worked.

Dress Code

First impressions are often made in the first 30 seconds. Good grooming includes; clean body, clean pressed clothing, clothing that provides adequate coverage, no shorts (unless approved by your Supervisor), and no torn jeans. Some of our opportunities are offered in different labs, art studios and grounds. In these areas it will be up to the discretion of the supervisor as to your dress code. You may get dirty in these jobs and they may allow you to wear working clothes.

Remember, this is a real job and YOU represent Arapahoe Community College. It is important that you are professional and always put your best foot forward.

Appropriate Behavior

It is inappropriate to have friends visit or make personal phone calls. If there is a reason that you would need to use the phone for a personal phone call please check with your Supervisor first. If you need to take a break from your daily job duties, schedule this time with your supervisor. Cell phones shall be silenced while working at discretion of your supervisor.

Keep your work area neat and clean, keep all food and drink away from the area and store all belongings out of sight.

Be on time and stay at your desk/area. We count on you to be available for any jobs that will be assigned to you.

Homework

You are NOT allowed to do homework on the job.

Illness

If you are unable to come to work due to illness or any other reason always contact your Supervisor in advance. Never, under any circumstances, fail to report to work without notifying the Supervisor. This can result in termination of your current position.

Termination/Dismissal

A work study student can be terminated from any position at any time. Your supervisor will work with you if there are any problems associated with your employment but be aware that this is a job and we do count on you to be available for work as asked. Please contact your supervisor and schedule a meeting to discuss any issues you may have regarding what is expected of you, your work schedule or anything else that may be of concern to you before termination occurs.

Resignation

If you choose to resign please provide a letter of resignation two weeks prior to your last day of work. An exit interview may be conducted by your Supervisor.

Remember: This employment opportunity can provide you with documented work experience and references for future jobs.

PRIVACY OF STUDENTS AND STAFF

Arapahoe Community College prides itself on our high level of confidentiality. All staff and students are awarded this right. Occasionally a parent or other person will ask for personal information about a student. It is the intention of Arapahoe Community College to provide information only to the student and only upon presentation of a school identification card or driver's license (or other form of picture ID).

Privacy **MUST** be protected. Do not share information with others of an academic or personal nature. Even answering a simple question about what class a student is taking could be a violation of federal law (see FERPA). If you feel unsure about how to handle a situation refer it to a senior staff member.

WORK STUDY PROCEDURES

Hiring Procedures

When a supervisor is considering hiring a student employee for the department he/she needs to:

1. Complete and submit the job announcement form to the Financial Aid Office
2. Conduct interview and make an official offer to the student
3. Sign and deliver completed Work Study Contract information on work study employees to Human Resources

Once a work study employee has a job offer he/she needs to attend a work study orientation at the beginning of the academic year, and submit the completed package to the Human Resources Office prior to the first day on the job. Work study new hire paperwork includes:

- Work Study Contract
- Emergency Information
- W-4
- I-9
- Direct Deposit
- Payroll Schedule
- Timesheet
- FERPA Agreement
- Sexual Harassment and Equal Opportunity Policy
- Drug-Free Workplace Policy Statement
- Computer Policy Agreement
- Background Check

Waived: W-4, I-9, and Direct Deposit forms for continuing students unless there are changes need to be made.

Work Study Contract

Student employees are required to complete a Work Study Contract for each semester. If a student has two jobs for two different departments he/she needs to complete a contract for each job. Students may hold up to two jobs within a semester. However, students can only work up to 20 hours per week, so the hours will be split between the two departments. Supervisors need to complete a new contract for each student employee and submit it to the Human Resources Office for the following reasons:

- New hire
- Transferring from one department to another
- Beginning of a new semester
- Pay increase

PAYROLL PROCEDURES

The Payroll Office is responsible for generating paychecks for work study students. Employers are asked to aid in this process by completing the following:

Timesheets

Work study timesheets are due to Payroll by noon on Monday of each pay period. The student must indicate hours in and out, not just total hours. Both the student and the supervisor are required to sign the timesheet. Failure to turn in timesheets by the deadlines will result in the timesheet being processed in the next pay period, so the student will receive their paycheck late. Supervisors and/or students need to make a copy of the timesheet and keep for their records before submitting the original to Payroll.

Direct Deposit

Per State Fiscal Rule (9-2), direct deposits of payroll payments are required for all state employees as well as work study employees as a condition of employment. Failure to complete the direct deposit information could result in disciplinary action up to and including termination of employment.

FROM THE OFFICE OF HUMAN RESOURCES

Arapahoe Community College is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, creed, color, age, national origin, veteran status or individual disability in the admission of or access to, treatment of, or employment in, its educational programs or activities. The College complies with regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Vocational Rehabilitation Act of 1973 in regard to disability discrimination, as well as other applicable Federal and State laws and regulations pertaining to discrimination.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. When a student or employee is uncomfortable with verbal or physical conduct of a sexual nature in the work/learning environment, he/she should ask the other party to stop the offending behavior. If the student or employee is uncomfortable discussing the harassing behavior with the individual involved, or the behavior does not stop upon request, the student or employee should immediately report the situation to their supervisor, the Affirmative Action Officer or the Director of Human Resources.

Drug-Free Workplace

Arapahoe Community College prohibits the use, sale, dispensing, or possession of illegal drugs and narcotics or alcoholic beverages on its premises. The prohibition also covers all legal or prescription drugs which impair an employee's ability to perform his/her job safely or properly.

Computer Policy

Arapahoe Community College licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, Arapahoe Community College has no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of Arapahoe Community College computer environment from viruses.

Arapahoe Community College's networks are to be used in a responsible, efficient and legal manner and must be in support of the educational objectives of Arapahoe Community College and the Colorado Community College System. Transmission of any material in violation of any federal or state regulation is prohibited.

Arapahoe Community College will not tolerate any discriminatory actions/behavior on the part of employees or students. For a complete copy of all of the policies, or to file a complaint please contact the Human Resources Office at 303.797.5704.