

# DEPARTMENTAL AGREEMENT

To Participate in the California State University, Northridge  
Federal Work-Study Program

## SECTION A PROGRAM DESCRIPTION AND ELIGIBILITY REQUIREMENTS

The Federal Work-Study Program (FWSP) is funded by the Federal Government to provide college students an opportunity to work their way through school in part-time jobs authorized by the campus FWSP, and funded as one of several Federal Financial Aid programs. Many of the jobs are located on campus for the benefit of students. On-campus jobs reduce the need for transportation, save time, and usually give students flexibility in scheduling to meet academic demands. The FWSP makes every effort to develop meaningful work opportunities, including jobs that meet the community service definition set forth by the Federal Government.

Students who want to participate in the FWSP, must apply for Financial Aid by the priority deadline and indicate on the Free Application for Financial Aid (FAFSA) that they are interested in "Student Employment". The Financial Aid Office (FAO) sets awarding policies and awards Federal Work-Study (FWS) funds to students who meet the criteria. Federal Work-Study is awarded by the FAO and cannot be transferred from one student who declines the award to another student designated by the student or the department.

Federal Work-Study is a financial aid program and students must continue to meet eligibility requirements throughout the year. When students lose eligibility, the FWS award can be reduced or cancelled. In some cases, departments can be held responsible for 100% of the all earnings and will need to pay the students with student assistant or other departmental personnel funds. In no case, can students earn more than their FWS awards.

Federal Work-Study funds are available to be used from **August 1<sup>st</sup> through May 15<sup>th</sup>** of each year. Any unearned portion of an award may not be carried over from one award year to the next.

Departments eligible to participate in the Federal Work-Study Program will:

- Submit the Departmental Request to Participate in the California State University, Northridge FWSP.
- Have access to the Internet.
- Have an E-Mail account to communicate with the Federal Work-Study Office (FWSO).
- Departments with two or more supervisors using the same department ID number, will designate the contact person for the FWSO. The contact person will be responsible for receiving communications from the FWSO and informing other supervisors. The contact person will also be responsible for all formal responses to the FWSO. In some cases the contact person will be responsible for student payroll.
- Establish annual FWS Expenditure levels.
- The department annual FWS approved expenditure allocation is dependent on the campus FWS allocation, and may be adjusted

throughout the year according to campus wide student earnings each month.

- Authorize the FWSO to transfer all disallowed student earnings to the Department's Student Assistant Account.
- Be innovative in developing job opportunities for students
- Submit job descriptions to the FWSO for each position, on the Career Center's online job recruitment system, in the Department by the date established each year by the FWSO.

## **SECTION B PROGRAM POLICIES AND PROCEDURES**

I. All Departments and Supervisors who wish to participate in the FWSP must attend all Supervisor Workshops or send representatives to collect the information. Notices of upcoming Supervisor Workshops will be posted on the Work-Study Web Page ([www.csun.edu/finaid](http://www.csun.edu/finaid)), announcements will be made in the "@csun.edu", and reminders will be emailed to all departments and supervisors on file with the FWSO.

II. Departments must submit completed Departmental Agreements to the FWSO by **June 5<sup>th</sup>** for participation in the FWSP for the upcoming academic year.

III. a. Departments must submit Job Request Forms to the FWSO by the date designated by the FWSO. The deadline is usually in mid to late June. Deadlines will be posted on the Work-Study Web page and a reminder will be e-mailed to all departments and supervisors on record.

Jobs will be advertised in the best way determined by the WSO. Currently, jobs are listed ON the Internet via the Career Center's job recruitment system. Flyers printed by Departments are displayed in the FWSO at the Departments' request.

b. Work assignments must be meaningful and in the public interest. They may **not**:

- displace employed workers or workers on strike
- impair existing contracts for services
- be related to sectarian instruction or religious worship
- involve any partisan or non-partisan political activity or lobbying
- be primarily for the benefit of limited members organization (e.g., Cooperatives, Unions, Faculty Association, fraternities/sororities, etc.); or for which the political affiliation of the student is a prerequisite.

c. Supervisors must request the Federal Work-Study Authorization (FWSA), online on SOLAR for each student they wish to hire.

d. Supervisors are responsible for verifying that students hired have completed the payroll sign-in process with the Human Resources (HR) Department by viewing a copy of the students completed sign-

in form. Students who have not worked during the last eighteen months or never worked on the CSUN campus must Sign-In with HR.

- e. The hiring department is responsible for hiring FWS student, in SOLAR as soon as the student's FWSA has been approved on-line in SOLAR by the FWSO, and terminating the student from SOLAR once the FWS award has been exhausted.
  - f. The hiring process is complete when students have signed in with HR, shown a copy of their HR Sign-In form to the supervisor, the FWSA form has been approved online in SOLAR by the FSW Administrator, and the student is hired in SOLAR. Supervisors allowing students to begin work before all of these requirements have been met are at risk of being responsible for 100% of any salary earnings.
- IV. Federal Work-Study students are awarded FWS for the academic year, but they can only earn the fall award during the fall semester. Work-Study students may use fall unearned work-study funds during the spring semester; however, *under no circumstances can work-study students be allowed to earn their spring award during the fall semester.*
- V. a. Federal Work-Study students are limited to working an average of 20 hours per week during periods of academic instruction. Departments must notify the FWSO in ADVANCE if a short-term situation arises and departments want students to work more than 20 hours in a week. Hours exceeding the 20-hour limit without prior approval by the FWSO will be disallowed for FWS funding and Student Assistant funds will be required to pay for additional unapproved hours. During non-enrollment periods students may work up to 40 hours per week. Under no circumstances can overtime be paid with FWS funds.
- b. Federal Work-Study students are entitled to a 15-minute break during each four consecutive hours of work. Breaks may not be accumulated for lunch period or early departure. Students who work a six to eight hour day, must take a minimum of a 30-minute unpaid lunch period.
- VI. a. Federal Work-Study students must be paid the same wage as Student Assistants when the experience, skills, and job requirements are comparable. Supervisors must adhere to the Student Assistant/Federal Work-Study Pay Schedule distributed at least annually by the Human Resources Office.
- b. It is the combined responsibility of supervisors and students to submit time sheets and transmit on-line payroll on SOLAR for the processing of salary payments by the HR Payroll Department designated dates.
- c. Students must be paid for all hours worked. Hours not eligible to be paid under FWS funds must be paid through Student Assistant funds. Federal Work-Study students are not allowed to volunteer any time in the same job for which they are being paid. Any

questions regarding volunteering should be addressed with the FWS Administrator.

- d. Work-Study employers are responsible for a 25% overhead charge of the student's work-study earnings.
- e. Departments are responsible for monitoring student FWS earnings. Students may not earn more than their FWS awards. The Department must pay the full salary of students once the FWS awards have been earned if the students are not let go from their jobs.
- f. Students are eligible for one-step merit increases after six consecutive months of satisfactory work in their normal schedule.
- g. Supervisors who want to reclass students whose job duties have changed substantially must request a new FWSA form from the FWSO. A Job Request Form must be on file in the Career Center's on-line job recruitment system. The Student Employee Data Change Form must be submitted to the WSO, and approved, BEFORE entering the new pay rate on the SOLAR system. The FWSO will process a new online FWSA, approve and return the original document to the department. In the event that the SOLAR is down the WSO will submit the paperwork to the HR for processing in SOLAR with a copy to the department.
- h. On-campus FWS students are automatically covered for Worker's Compensation if they are injured on the job. Any such injury must be reported immediately to the HR Personnel Office on State Form, "Employees Claim for Workers Compensation Benefits", SCIF 3301 (New 01/91). The words "Federal Work-Study Student" should be written on the form in the space provided. If the student experiences pain or other reaction, either at the time of injury or subsequently, the supervisor should enter "industrial injury" on a Referral Card and send the student to the Student Health Center.
- i. Federal Work-Study students are NOT eligible for the following benefits.
  - Unemployment insurance
  - Life insurance; health plan or medical expenses for non-job related illness or accident
  - Social Security
  - Jury Duty
  - Paid holidays, vacation or sick leave
  - Any other perquisites enjoyed by regular full-time or part-time CSUN employees

- VII. a. Departments are responsible for establishing a budget for FWS positions. Budget figures must be reported on the Departmental Agreement to Participate in the California State University, Northridge FWSP.
- b. All FWS accounts must reside within the Student Services budgeted program. Any questions regarding the establishment of FWS budgets

should be directed to the Budget Management Office at extension 2974.

- c. The Federal Work-Study Office will notify departments of their authorized level of expenditures during the week of July 14<sup>th</sup>.
- d. Departments are responsible for notifying the FWSO of any changes that may occur after the Departmental Agreement is submitted to the FWSO. **Changes in department personnel such as department contact person or job description contact person, anticipated reduction in earnings**, etc. must be reported to the FWSO as soon as they are known.

Because the FWSP is heavily regulated and can present significant institutional liability, chronic lateness of form submissions or failure to comply with the above policies and procedures will result in warnings and ultimately, the loss of departmental participation in the FWSP.

**SECTION C DEPARTMENTAL INFORMATION**

Department Name: \_\_\_\_\_ Location: \_\_\_\_\_

Mail Drop: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Department Head: \_\_\_\_\_ Name Title \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Federal Work-Study Department ID #1: \_\_\_\_\_ *FWS Expenditure for Academic Year: \$* \_\_\_\_\_

Department FWS Contact: \_\_\_\_\_  
Name Empl ID Ext.

Department FWS Back-Up Contact: \_\_\_\_\_  
Name Empl ID Ext.

Federal Work-Study Department ID #2: \_\_\_\_\_ *FWS Expenditure for Academic Year: \$* \_\_\_\_\_

Department FWS Contact: \_\_\_\_\_  
Name Empl ID Ext.

Department FWS Back-Up: \_\_\_\_\_  
Name Empl ID Ext.

Federal Work-Study Department ID #3: \_\_\_\_\_ *FWS Expenditure for Academic Year: \$* \_\_\_\_\_

Department FWS Contact: \_\_\_\_\_  
Name Empl ID Ext.

Department FWS Back-Up: \_\_\_\_\_  
Name Empl ID Ext.

Federal Work-Study Department ID #4: \_\_\_\_\_ *FWS Expenditure for Academic Year: \$* \_\_\_\_\_

Department FWS Contact: \_\_\_\_\_  
Name Empl ID Ext.

Department FWS Back-Up: \_\_\_\_\_  
Name Empl ID Ext.

Federal Work-Study Department ID #5: \_\_\_\_\_ *FWS Expenditure for Academic Year: \$* \_\_\_\_\_

Department FWS Contact: \_\_\_\_\_  
Name Empl ID Ext.

Department FWS Back-Up: \_\_\_\_\_  
Name Empl ID Ext.

**Dept. Total Work-Study Payroll Expenditure for 2009/2010: \$** \_\_\_\_\_

Department Student Assistant Dept.ID# If different from above: \_\_\_\_\_

Authorized Signatures for Department Payroll:

\_\_\_\_\_  
Printed Name Signature Telephone # E-Mail

\_\_\_\_\_  
Printed Name Signature Telephone # E-Mail



SECTION E CERTIFICATION STATEMENTS

I certify that our Department meets the eligibility requirements set forth in Section A and that we will abide by all policies and procedures set by the FAO as a condition for participation in Cal State Northridge's FWSP.

I authorize the FWSP to transfer any disallowed FWS salary earnings to the Department's Student Assistant Account, with notification to the Department Head.

I understand that the department annual FWS approved expenditure allocation is dependent on the campus FWS allocation, and that it may be adjusted throughout the year according to campus wide student earnings each month.

*I understand that if the Department fails to comply with the policies and procedures, our participation in the FWSP may be limited or denied.*

2009-2010      \_\_\_\_\_  
Academic Year      Department Head's Name      Dept. Head's Signature      Date

Our Department prefers that all Federal Work-Study business be conducted:

- \_\_\_\_\_ Through Department Contacts only
- \_\_\_\_\_ Through Department Head only
- \_\_\_\_\_ Through Department Contacts,  
with copies of all correspondence to Department Head

Department: \_\_\_\_\_ Mail Drop: \_\_\_\_\_

**FOR FWS OFFICE USE ONLY**

Authorized Federal Work-Study Payroll Expenditures for 2009-2010:

Federal Work-Study Dept. ID # 1: \_\_\_\_\_ Approved Amount: \$ \_\_\_\_\_

Federal Work-Study Dept. ID # 2: \_\_\_\_\_ Approved Amount: \$ \_\_\_\_\_

Federal Work-Study Dept. ID # 3: \_\_\_\_\_ Approved Amount: \$ \_\_\_\_\_

Federal Work-Study Dept. ID # 4: \_\_\_\_\_ Approved Amount: \$ \_\_\_\_\_

Federal Work-Study Dept. ID # 5: \_\_\_\_\_ Approved Amount: \$ \_\_\_\_\_

Federal Work-Study Dept. ID # 6: \_\_\_\_\_ Approved Amount: \$ \_\_\_\_\_

TOTAL DEPARTMENT AUTHORIZED FWS PAYROLL EXPENDITURE \$ \_\_\_\_\_

\_\_\_\_\_  
Lili C. Vidal, Financial Aid Director      Date