

Georgetown University
Off-Campus Federal Work Study Program

Employer Handbook
2016-2017 Academic Year



*Georgetown University Student Employment Office
Car Barn 3520 Prospect Street NW Suite 304
Washington, D.C. 20057
Phone: 202.687.4187 | Fax: 202.784.4877 | Email: finseo@georgetown.edu
seo.georgetown.edu*

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Policies, Procedures, and Information for Participating Agencies

FEDERAL WORK STUDY (FWS) PROGRAM

The FWS Program is a need-based financial aid program that is a part of the federal government's Title IV student financial assistance program. Each participating higher education institution receives an annual allocation of FWS funds. FWS awards are made by the institution to eligible students as part of a financial package of assistance that, combined with family resources, will enable each student to meet the costs of attending the institution. Students are required to reapply for financial aid for each year of their enrollment. Students may be eligible to receive a FWS Award for each academic year, with fixed start and end dates for each award period.

FWS Awards provide students an opportunity to earn a portion of their financial aid package through part-time employment. The total amount of money students earn is dependent on the number of hours they work and their hourly wage. Participating students receive a biweekly paycheck for actual hours worked. The program provides a sixty percent wage subsidy from the federal government and requires the agency to contribute forty percent of students' earnings. The FWS Award amount represents the total dollar amount that students are eligible to earn (FWS subsidy plus employer match).

AGENCY RESPONSIBILITIES

The agency will follow all policies and procedures provided by the program administrator at Georgetown University, as detailed in this document and other documents which may be provided periodically throughout the year.

- The individual designated as the principal contact at the agency is responsible for disseminating this information to all agency employees who are directly or indirectly involved with FWS student employees.
- The agency is responsible for providing a safe, secure, and productive work environment in accordance with all federal and local employment regulations.
- The agency is also responsible for supervising the activities of the FWS student employees and ensuring that work is performed in a satisfactory manner.
- It is the responsibility of the agency and the FWS student employees to monitor students' FWS Award and earnings to ensure they do not exceed the maximum FWS Award amount, as any excess will be billed one hundred percent to the agency.
- The agency is required to receive confirmation from the Student Employment Office for each student indicating that the hiring paperwork was processed *before* students begin to work.

- The agency is required to submit time sheets on time according to the time sheet schedule so that student employees can be paid promptly.
- This program requires a financial commitment from each agency of forty percent of each participating student's total wages, one hundred percent of any wages earned above the allotted FWS Award, and one hundred percent payment of the employer matching share of FICA, as applicable.

GENERAL STEPS TO HIRING A STUDENT

1) Advertise available positions

Georgetown University operates an "open market" student employment system. Interested students will contact the agency directly based on the information posted on our secure on-line job posting portal, HoyaWorks! A different job listing should be posted on HoyaWorks! for each type of job available to FWS students at the agency. The portal provides the ability to restrict viewing of the job posting to FWS eligible students only, or to indicate that the job posting can be viewed by all students if the agency is also interested in applicants who will be hired and paid directly by the agency outside of the off-campus FWS program.

To post a position, visit the link below and click on "post a job". Simply complete the necessary fields including company contact information, job description, pay range, number of available positions, desired start date, etc. Students will contact agencies directly by following the instructions provided in the listing to apply for the open positions. Please ensure the job descriptions are detailed and accurate to ensure a good match with prospective student employees. The listing must be reviewed and approved by the Student Employment Office prior to posting to the portal.

https://seo.georgetown.edu/Cmx_Content.aspx?cpld=14

2) Interview potential student employees

Agencies are able to use their own applicant selection process. Many agencies require students to submit a resume. Some agencies begin the selection process with a phone interview and others start with a face-to-face meeting.

3) Complete necessary paperwork

Once a decision has been made to hire an FWS student, a set of hiring documents must be submitted for *each* student hired. Students may not begin to work until agencies have received an email confirmation indicating their documents have been processed by the Student Employment Office. It is essential to confirm the start date for each student with staff of the Student Employment Office. The following documents are required for each student employee:

- Detailed, accurate job description that includes duties and responsibilities
- Hoya Hiring Form
- Assumption of Risk Form signed by the student employee
- State/local tax form

- I-9 form with Georgetown University Human Resources

Federal tax withholding elections must be completed on-line in our Human Resources and Payroll system, GMS. Students will be able to complete this step after their paperwork has been processed and they are entered into the system. More information about this can be found on the New Hire Checklist which will be emailed to each student as their hire is processed.

Students must complete an I-9 form with Georgetown University Human Resources prior to their first day of work. An I-9 form completed by staff at the agency will not be accepted. Once the I-9 form has been completed, students must confirm by emailing the following two email addresses: finseo@georgetown.edu and cs1525@georgetown.edu. The student's manager must also be copied in on the email. *Students will not be permitted to begin working until the Student Employment Office receives confirmation that the I-9 form has been completed.*

Students being re-hired by the university must verify with the Student Employment Office that their I-9 and/or documents are not expired before they begin working. Please email the following two email addresses to confirm: finseo@georgetown.edu and cs1525@georgetown.edu. *Students being re-hired will not be permitted to begin working until it is confirmed that their I-9 and/or documents are not expired.*

As mentioned above, students may not begin working until all documents have been processed by the Student Employment Office and a confirmation email has been sent. ***Due to high volume, please plan for up to five business days for processing.*** *Any hours worked prior to the effective date are not eligible for FWS subsidy and must be paid to the student directly by the agency.*

TIME RECORDING

One time sheet form must be submitted for each FWS student employee every two weeks at the conclusion of the payroll period, according to the processing schedule included with this handbook. Time sheet deadlines were established to allow the maximum time possible for the agency to submit this information. These deadlines leave an extremely small window of time available for the Student Employment Office staff to forward the information to the Payroll Office. The deadlines are therefore absolute, and agencies are encouraged to submit the information as early as possible after the student has worked on their last day within each payroll period.

The processing schedule requires that hours worked are estimated for the last few days of each pay period. When changes are needed for time that was estimated in advance, the updates must be submitted to the Student Employment Office as soon as possible.

Agencies are expected to submit time sheets on time so that student employees can be paid promptly. Duplicate time sheets slow down the process and may result in a delay in pay or

even overpayment. Time sheets submitted after the deadline will not be processed until the next scheduled pay date. Time sheets from previous pay periods must be submitted by 5pm on the Wednesday before the time sheet due date of the current pay period so that Student Employment can meet the Payroll Office's deadline. Late time sheets result in delayed student pay checks which may cause undue financial strain. Agencies that repeatedly submit late time sheets may not be invited to return to the FWS Program the following academic year.

Each time sheet must include:

- Hours worked recorded in increments of quarter hours
- Start time and end time recorded for each day students worked
- Time out and time in recorded if an unpaid break is taken
- Signature of an authorized individual per the Authorized Signatures form

Time sheets should be faxed to the Student Employment Office at (202)784-4877. If the agency is not able to fax student time sheets, they may be scanned and submitted by email to the following three email addresses: finseo@georgetown.edu, ar1173@georgetown.edu, and sth51@georgetown.edu. Students may not submit their own timesheet unless it is inside a signed and sealed envelope.

In accordance with federal regulations, agencies that faxed or emailed time sheets must also submit original time sheets to the Student Employment Office at the end of the academic year.

Time sheet falsification is a serious offense. Any student found to have falsified hours will be expelled from the FWS Program, required to reimburse the program for all amounts paid for falsified hours, and face disciplinary action.

STUDENT PAYCHECKS

Students are paid on a biweekly basis by Georgetown University for the total hours worked during the corresponding pay period. Students participating in the Off-Campus FWS Program must pick up their paychecks at the Student Employment Office and present a valid identification card. Paychecks will not be mailed. However, an exception is made for final checks prior to the winter or summer break with the student's authorization.

Student employees are encouraged to use direct deposit to receive their pay. They have the option to sign up for direct deposit on-line in GMS, after their hiring paperwork is processed. It typically takes one or two pay cycles to process a direct deposit request. A paper check will be provided in the interim. Payslips will be visible for all students regardless if they have direct deposit or receive paper checks. More information about this is provided in the New Hire Checklist.

BILLING PROCEDURES

Agencies will be billed for forty percent of each student's gross earnings, and one hundred percent of the employer matching share of FICA tax, as applicable, on a quarterly basis.

Payment is due no later than 45 days after each billing date. Agencies that are delinquent in payment will have both current and future FWS placements suspended until full payment of the amount due has been received.

Payment by check is strongly encouraged; however, any agency that intends to make payment by electronic transfer is *required* to notify the program administrator so that funds can be located and transferred from the master account that receives the electronic transfer.

ADDITIONAL PROGRAM POLICIES & PROCEDURES

- 1) **Additional Jobs:** Students participating in the Off-Campus FWS Program are permitted to have additional jobs on campus. However, FWS funds will *not* be applied to their additional positions on-campus. Agencies should remind their students of this policy.
- 2) **Inaccurate Pay Checks:** Students are encouraged to review their payslips regularly and immediately report any discrepancies to their Manager and to the Student Employment Office.
- 3) **Fair Labor Standards Act:** The Fair Labor Standards Act of 1938 prohibits employers from accepting voluntary services from any paid employee. Students employed under FWS must be paid an hourly wage for all hours worked. FWS employers must pay students at least the minimum wage in effect at the time of employment. **Effective July 1, 2016, the minimum wage in the District of Columbia will be \$11.50 per hour.**

Student employees are not eligible to be paid for vacation, sick leave, holidays, or transportation time. In accordance with federal labor laws, student employees who work eight or more hours are allowed an unpaid thirty minute meal period and two paid fifteen minute rest periods. Student employees working a four hour shift are permitted one fifteen minute rest period.

- 4) **Maximum Hours:** Students may not work full-time during the academic year. The Student Employment Office recommends students do not exceed twenty hours per week.
- 5) **Work Schedule:** A copy of each student's class schedule should be collected at the time of hire to ensure that students do not work during their scheduled class time.

Exceptions can be made if classes are cancelled, in these instances, students must provide documentation which must be attached to the corresponding timesheet.

- 6) Dismissal Policy:** Agencies should try to resolve conflict before discussing the possibility of student dismissal. Legally, however, agencies have the right to terminate student employees at any time. Dismissals are rare and problems can usually be resolved when they are discussed. The following steps are recommended when agencies are not satisfied with students' performance:
- a. Verbal warning
 - b. Written warning
 - c. Official dismissal

The Student Employment Office is available to assist with any issues that may arise.

- 7) Last Day:** The last day for FWS students to work for the 2016-2017 academic year is **May 14, 2017**. If a student stops working prior to that date, the agency should notify the Student Employment Office.
- 8) Work Permit:** Students who are under the age of 18 when they begin to work must obtain a District of Columbia Work Permit. Proof of date of birth must be provided in order to secure a work permit. The work permit must be submitted to the Student Employment Office along with the hire form.

Georgetown University Student Employment Office
3520 Prospect Street, NW | Suite 304 Car Barn | Washington, DC 20057
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FWS Off-Campus Participation Agreement

This agreement is entered into between Georgetown University, hereinafter known as the "University" and _____, hereinafter known as the "Organization", a federal, state, or municipal agency or a private non-profit organization, for the purpose of providing work to students eligible to participate in the Federal Work-Study Program.

I. ORGANIZATION CLASSIFICATION

The Organization certifies that it is: (check one)

- A public, non-profit organization: Federal State Municipal
- A private, non-profit organization structured to serve the general public and classified as tax exempt by the Internal Revenue Service.
IRS Employer Identification Number _____
(on IRS Form SS4)

And that the work performed by the students hired will be in the public interest defined as work performed for the welfare of the nation or community, rather than work performed for a particular interest or group.

Legal Name of Organization

Street Address, City, State, Zip Code

Contact or Organization E-mail Address

Website Address

(_____) _____ (_____) _____

Telephone Number (including area code)

Fax Number (including area code)

Date of Incorporation: ____/____/____

Organization Source of Funding: _____

Mission Statement/Statement of Purpose (Brief description of the structure and role of the Organization)

II. SUPERVISORY INFORMATION

The Organization agrees to identify the following full-time staff members who will be responsible for supervising the University's FWS students and will serve as a point of contact for the University's Student Employment Office (SEO). The first name listed will be the primary contact person. All others will be used as necessary for back-up.

Primary Contact (Responsible for supervising GU students and submitting timesheets)

Please Print Name: _____

Job Title: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Secondary Contact (Assumes duties of Primary Contact if Primary Contact is unavailable)

Please Print Name: _____

Job Title: _____

Telephone Number: _____

E-mail Address: _____

III. ORGANIZATION RESPONSIBILITIES

A. The Organization for the purposes of this Agreement shall:

1. Provide payment for forty percent of each participating student's gross earnings, one hundred percent of any earnings above the allotted FWS Award, and one hundred percent payment of the employer matching share of FICA, as applicable. Payment is due no later than forty-five days after each billing date.
2. Ensure that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, or national origin. Additionally, the Organization will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and the Regulations of the Department of Health, Education and Welfare which implement that act, and Title IX of the Education Amendments of 1972 (Pub. L. 92-318).
3. Provide proper working conditions and permit the University to inspect the premises if it elects to do so.
4. Provide professional direction and staff to assure that the work to be performed is responsibly supervised and is consistent with the purposes of the Act, and is in compliance with local, state, and federal labor laws and regulations.
5. Provide detailed position descriptions to the University. These position descriptions may be made available on the University's web-based job listings database.
6. Complete and submit a hire form for each student hired. These forms, signed by an authorized official of the Organization, will set forth the names of students employed under this agreement, their hourly rates of pay, description of duties, maximum gross earnings per student, and the average number of hours per week each student may work, and are considered part of this agreement.
7. Understand that the recommended number of hours per week a student may work during periods of enrollment is 20 hours. When classes are not in session (vacation breaks and summer), students may work forty (40) hours and are entitled to overtime pay for any hours worked over forty (40).
8. Assume responsibility for any and all claims that arise in connection with the student participant's work for the Organization, including any arising from the conduct of the Organization's employees, except to the extent such claims are caused by the University's sole negligence or intentional wrongdoing, or where workers' compensation statutes provide an exclusive remedy.

9. Have a full-time employee administer the Federal Work Study Program.
10. Consider the work week to begin on Monday and end on Sunday.
11. Ensure that students' hours are submitted in a timely, accurate and complete manner in accordance with the procedures of the University. The student will be paid by the University based on the established hourly rate and number of hours worked. A written verification of hours worked is to be submitted by the Organization to the University on a bi-weekly basis according to the established payroll schedule. The Organization agrees to confirm these hours by authorized signature of an Organization Official on verification statements before the University will release payments to the students employed under this agreement.
12. Submit original time sheets to the Student Employment Office at the end of the academic year.
13. Record start time and end time accurately and submit only hours actually worked, and not for lunch, vacation, holiday, sick days, or other hours not actually worked.
14. Require your student employees to confirm their Federal Work Study Award amount twice each month. Federal Work Study Awards can be reduced or revoked at any time throughout the semester.
15. Monitor students' Federal Work Study Awards so as not to exceed award amount.
16. Notify the University when a student's accumulated gross earnings approach his/her Federal Work Study Award.
17. Reimburse the University for any costs or expenses incurred by the University resulting from the Organization's failure to comply with any applicable state or federal law with respect to students employed by the Organization under this agreement.
18. Maintain records (for five years), including time and attendance records, and provide to the University a record of the daily hours worked every two weeks by the deadline as set by the University, and to follow fiscal procedures as prescribed by the University to assure adequate control and administration of the program.
19. Be omitted from resubmitting a letter of interest, job descriptions that include the duties and responsibilities of the FWS students, the number of positions anticipated to be filled with work-study students, documentation of nonprofit or public status, a copy of the most recent annual report, and a mission statement if this information has not changed and the Organization has participated in the Off-Campus FWS Program within the last two years.

B. The Organization agrees that the work to be performed under this agreement will:

1. Be in the public interest.

2. Not result in displacement of a permanent full-time employee or impair existing contracts for services.
3. Be conducted under employment conditions consistent with industry standards, and appropriately accommodate the experience and proficiency of the student participants.
4. Not involve the construction, operation or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship.
5. Not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election or party office.
6. Not solicit or accept fees, commissions, contributions, or gifts as a condition of the student's FWS employment.

IV. UNIVERSITY RESPONSIBILITIES

A. It is agreed that the University shall:

1. Bill the Organization on a quarterly basis for forty percent of each participating student's gross earnings, one hundred percent of any earnings above the allotted FWS Award, and one hundred percent payment of the employer matching share of FICA, as applicable.
2. Pay the gross compensation to students employed under this agreement. The University will make all employer contributions under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws. The University is liable for all on-the-job injuries to the student to the extent such injuries are not caused by the sole negligence or intentional wrongdoing of the Organization.
3. Be considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of each student for the Organization. It has the responsibility to determine whether students are performing appropriate work. The Organization's right is limited to direction of the details and means by which the result is to be accomplished.
4. Advise and assist the Organization with regard to the aspects and regulations of the Federal Work Study Program.
5. Determine that the student meets the eligibility requirements for employment under the program and authorize students to work for the Organization.
6. Recruit eligible students to be available to apply to the Organization to perform specific work assignments. The University, however, cannot guarantee that a suitable number of eligible students will be available to meet each Organization's requests. Additionally, students may be removed from work on a particular assignment or from the Organization by the University, either on its own initiative or at the request of the Organization.

7. Have the right and power to require the student to terminate employment when he/she ceases to be eligible for participation in the program.
8. Reserve the right to obtain documentation from the Organization, which may include but not be limited to proof of non-profit status, confirming the Organization's eligibility for participation in the Federal Work Study Program.

V. MISCELLANEOUS PROVISIONS

- A. The term of this agreement will be for a period beginning on its effective date through June 30, 2016. In addition, either party may terminate this agreement at any time by giving fifteen (15) days prior written notice of its intention to do so.
- B. This agreement shall supersede any and all prior agreements between the University and the Organization regarding the operation of a Work Study Program.
- C. Transportation for students to and from their work assignments is not required and will not be provided by either the University or the Organization.
- D. It is understood that the signing of this agreement by the parties does not enable the Organization to commence employment of eligible students until:
 1. The Participation Agreement and Authorized Signatures form have been accepted by the University.
 2. A hire form, local/state tax forms, the Assumption of Risk Form, and other hiring documents have been processed for the student.
 3. The student employee has completed an I-9 form with Georgetown University Human Resources.
 4. The University has informed the Organization that the student may begin working. The Organization and student will be notified via email.

IN WITNESS WHEREOF, the parties have caused this Participation Agreement to be executed by their duly authorized officers effective as of the date set forth below.

Signature of Authorized Agent - Organization

Name (Please Print)

Date

Title

Legal Name of Organization

Signature of Authorized Agent - University

Name (Please Print)

Date

Title

Authorized Signature Form

Organization name: _____

This form must include the signature of the individual who signed the Off Campus Federal Work-Study Participation Agreement. Additionally, up to two other signatures of individuals authorized to sign the FWS student employee time sheets may be included.

FWS Agreement Signee: _____

Print Name: _____

Authorized Signature: _____

Print Name: _____

Authorized Signature: _____

Print Name: _____

