



# Pacific University

## Community Service

## Federal Work-Study Program

2009-2010  
Overview & Participation Guidelines

Pacific University  
Career Development Center  
2043 College Way  
Forest Grove, OR 97116

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## Welcome to the Pacific University Community Service Federal Work-Study Program!

This manual outlines the policies and procedures for hiring Pacific University students through the Community Service Federal Work-Study Program. We appreciate your participation in this program and value the opportunity to develop partnerships to enrich our community. Enclosed are answers to some of the most common questions about the Federal Work-Study Program. For further information on this program, please contact the Community Service Work-study Coordinator at 503-352-2877 or [careerdc@pacificu.edu](mailto:careerdc@pacificu.edu).

The Pacific University Work-Study Student Employment Program is administered by the Career Development Center. Every effort is made to unite the educational goals of Work-Study with our Career Center mission of collaborating with fellow educators and community members to provide a transformative blend of liberal arts, experiential, and career education that is so well integrated, empowering, and responsive to student needs that it emboldens them to pursue pathways to personal, professional, and community engagement that might otherwise have remained hidden or unattainable. Work-Study jobs can be excellent vehicles to gain skills and experiences that help students reach their career goals. Our promise to students who join us in making the most of this opportunity is that they will launch meaningful careers before graduation.

### What is the Community Service Federal Work-Study Program?

Each year Federal Work-Study (FWS) funds are awarded to eligible students to be redeemed as wages earned in Work-Study jobs, which can be located on campus or in local non-profit and governmental community service agencies. The Community Service Federal Work-Study Program is a means by which students may earn their FWS award by working in qualifying jobs in eligible organizations. Under federal guidelines, the Career Development Center works closely with these non-profit and community-based employers to develop part-time positions that will benefit the community and provide students with opportunities to earn money for tuition and develop skills that will complement their educational goals.

Because FWS funds are also designated for redemption in a variety of on-campus positions, funds redeemable via Community Service FWS are limited. Federal regulations require universities to only allocate 7% of their total FWS budget to community service positions. Pacific University routinely dedicates much more than this percentage of its FWS budget to the community service program. Also, rather than ask partners to contribute 25% of each student's wages, as do many universities and as permitted by federal regulations, Pacific University covers the full percentage of the student's wages up to their award limit. Instead, Pacific University asks Community Service Work-Study Partners to make a strong commitment to make their jobs meaningful learning experiences by including conscientious supervision, training, and mentoring.

### How does an organization qualify?

Non-profit, governmental, and community-based organizations providing services that are open and advertised to the public, and are designed to improve the quality of life or solve problems related to the needs of community residents, particularly low-income, are eligible

to participate in the program. Organizations that are membership-based such as credit unions, cooperatives, or fraternal orders may be considered *only if* the student job is in the public interest and does not primarily benefit the internal interests of the organization. For example, a civic organization may participate in the program if the student position involves assisting in their fundraising drive for the homeless. Political and religious organizations cannot qualify for this program. Questions about eligibility are welcome and should be directed to the Community Service Work-study Coordinator at 503-352-2877 or [careerdc@pacificu.edu](mailto:careerdc@pacificu.edu).

### How does an organization participate?

Interested employers must work well in advance with the Career Development Center. They will need to submit a proposal consisting of:

- 1) an application form,
- 2) descriptions of the jobs that students will do,
- 3) proof of non-profit status – 501 (c) (3); and,
- 4) a proposal in the form of a letter, which outlines the organization’s mission, services, population served, funding sources, reasons for being a community service Work-Study site, and description of the training, support, and supervision that will be provided to Work-Study students.

Qualifying employers with approved position descriptions must complete the 2009-2010 Community Service Participation Agreement. Upon receipt of the completed Participation Agreement, employers may hire students for their approved positions. More details can be found at: <http://www.pacificu.edu/career/>.

### How long can an organization participate in the program?

Participation agreements for the 2009-2010 academic year expire on Wednesday, May 19, 2010. Returning and new partners are selected during the spring and summer prior to the beginning of the fall semester of the next school year.

### How are new partners selected?

The Career Development Center reviews all proposals and job descriptions and selects those Community Service Partners that best meet the federal criteria and definitions for Community Service Work-Study. Consideration is also given to positions that will be meaningful learning experiences for Pacific University students and that include conscientious supervision, training, and mentoring. Prospective partners should know that we receive requests totaling over twice the actual amount of funding available and that allocations to partners are usually no greater than \$2000 to \$3000.

### How are jobs created and posted?

Organizations must submit job descriptions with their proposal to become a partner. Approved job descriptions receive a job ID code, pay rate, and are advertised on our job posting website: <http://www.careercenterjobs.org/>. The creation of new jobs or major alterations to approved job descriptions after the start of the school year is only permitted on a case-by-case basis. New jobs must also meet the federal standards and program goals. If changes are required to an existing job description, the supervisor should contact the

Community Service Work-study Coordinator at 503-352-2877 or [careerdc@pacificu.edu](mailto:careerdc@pacificu.edu). Job descriptions must reflect the actual work that the student is performing.

### How are pay rates established?

The Career Development Center sets the hourly pay rates of students employed in Community Service positions according to the skills and qualifications required of the position. The pay scale consists of four levels, with two options in each level: \$8.40, \$8.75, \$9.25, \$9.50, \$10.00, \$10.25, \$10.75, \$11.00.

Specific job titles are created by the organization, but the following occupational titles are also assigned for administrative purposes:

**Instructional Assistant** — Tutor, Teaching Assistant, Laboratory Assistant, etc.

**Office Assistant** — Data Entry, Word Processor, File Clerk, Accounting Clerk, etc.

**Program Assistant** — Service Coordinator, Community Liaison, etc.

**Technical Assistant** — Graphic Designer, Optometric Technicians, Webmaster, etc.

### What is required of the organization?

When employing students through the Community Service Federal Work-Study Program, employers are responsible for the direct supervision of their FWS employees, including ensuring that timecards are accurate, complete, and submitted to the University by the first of each month. Supervisors must also work with the students to ensure that they do not earn wages in excess of their individual Federal Work-Study awards, and to ensure adherence to the conditions outlined in the Student Participation Manual. The Americans with Disabilities Act and the Rehabilitation Act prohibit discrimination against qualified individuals with disabilities in all employment practices, compensation, benefits, and training. An applicant with a disability who is otherwise qualified must be considered if he or she can perform the job with reasonable accommodations.

### How do employers recruit student workers?

Approved jobs are posted and advertised at <http://www.careercenterjobs.org/> during the summer through the end of the recruitment period, Friday, October 2\*. Students may not start work before August 31. Employers are invited to recruit for their jobs at the Fall Work & Service Fair offered by the Career Development Center on September 3, 2009. Employers have over four weeks to openly recruit students: August 31 to October 2\*, 2009. Employers should notify the Career Development Center when positions are filled so that the posting(s) can be removed and further student inquiries prevented. The hiring process must be completed by October 2\*, 2009.

### What is the hiring process?

Organizations will have from August 31 to October 2\*, 2009 to openly recruit students.

1. Organizations screen applicants for suitable positions, just like any normal hiring.
2. Upon being selected for employment, the student will obtain and fill out the top portion, Sections 1 and 2, of the *Employment Authorization* form, and then provide the form to the employer.
3. Employers will confirm that the student is approved to work a community service job by checking the approval section at the top of the *Employment Authorization* form. (The student must have a Federal award as opposed to a Pacific award.)

4. Once approval has been verified, the designated supervisor will complete the job title, hours per week, start and end dates, supervisor name and signature portions of Section 3 of the *Employment Authorization* form (**gray area only**) and return it to the student.
5. Students will then return the form to the Career Development Center and complete an I-9 and W-4 form to be filed with the Pacific University Human Resources Department.
6. After the *Employment Authorization* form is completed by all parties and filed in the Career Development Center, the supervisor will receive a stamped copy from the student, which signals approval for the student to begin working. **Employers should not assume the student is employed through the Community Service Federal Work-Study Program unless they have received this copy. Employers must ensure this entire process has been completed by October 2\*, 2009, in order to consider the student employed.**

*\*Hiring authorizations after the October 2 deadline may be made considered on a case-by-case basis. Please contact the Community Service Work-Study Coordinator at 503-352-2877 or careerdc@pacificu.edu to propose hires after the October 2 deadline.*

7. Hiring supervisors will receive a confirmation email containing each student's electronic timecard workbook (sent as an attachment) for the entire school year. Timecard workbooks should be submitted at the end of each month according to the timecard submission due date schedule. Any questions regarding how to use or submit electronic timecards should be directed to Julie Burris, Work-Study Coordinator at julieb@pacificu.edu.

### How does scheduling work?

Students may work **no more than 20 hours per week** and will undoubtedly request flexibility in scheduled hours to accommodate school demands. Schedules are to be negotiated between the student and supervisor. The length of time a student may work for an organization is a function of the student's award amount, weekly schedule, and personal preference. Once the allocation is depleted, a student must stop working and will no longer be paid by the University. **Any wages due for hours worked that exceed those consistent with a student's award amount are the responsibility of the Community Service Partner!** Some students earn their awards quickly by working several jobs simultaneously. Therefore, to prevent any unexpected labor costs, supervisors should work closely with students to monitor their earnings and work schedules. **Participation Agreements for 2009-2010 expire May 19, 2010.**

**Any wages due for hours worked that exceed those consistent with a student's award amount are the responsibility of the Community Service Partner.**

### May students volunteer above and beyond their paid hours?

Voluntary services are prohibited. The Fair Labor Standards Act (FLSA) of 1938 prohibits employers from accepting voluntary service from any paid employee. If a supervisor wishes to continue employing a student who has earned all of his or her allocation, the supervisor will assume responsibility for the student's wages. For questions regarding this regulation, contact the Community Service Work-study Coordinator at 503-352-2877 or careerdc@pacificu.edu.

## How are students paid?

Students are paid once a month with FWS funds managed by the University, and are responsible for presenting electronic timecards to supervisors in a timely fashion. At the end of each month on the timecard submission due date, supervisors should:

- 1) Receive via email all FWS employees' timecards. **Verify that students have typed their name and the date they sent the email to their supervisor on the student signature line.**
- 2) Review the timecards and rectify any missing and/or inaccurate information.
- 3) See that timecards are submitted to Julie Burris electronically at julieb@pacificu.edu. **Supervisors should first type their name and date the timecard is being sent on the supervisor signature line, before saving the document and forwarding the timecard as an attachment via email.**

Timecards with missing or incorrect information cannot be processed and will be returned for correction/completion. Timecards received after the cut-off date, or those that have missing or inaccurate information, will be processed and paid on the subsequent payroll cycle. Only the supervisor(s) indicated on the *Job Proposal* form may sign timecards. It is recommended that supervisors maintain copies of timecards for record-keeping purposes. Student employees can pick up their paychecks on campus in the Pacific Information Center (PIC) on the Forest Grove Campus on the 15th of the month following the previous month's employment. If a student employee reports a discrepancy in pay, please contact the Career Development Center for assistance.

**A stamped copy of the *Employment Authorization* form serves as confirmation that the student is on the University's payroll. It is imperative that employers not allow students to work until they receive this stamped form. Wages earned before receipt of the *Employment Authorization* form will be the responsibility of the employer.**

**All timecard workbooks are submitted to Julie Burris as attachments via email at julieb@pacificu.edu on a monthly basis according to the timecard submission due date schedule. Paychecks will be available in the Pacific Information Center (PIC) on the Forest Grove campus on the 15<sup>th</sup> of the following month or directly deposited into a student's account if this option was selected.**

## Is there a limit to how many hours students can work?

### What meal or rest breaks should they receive?

**Students may work up to 20 hours per week and may not work past May 19, 2010, for the 2009-2010 school year.** Oregon statutes require all employers to provide their employees with rest breaks and meal periods. An unpaid meal period of at least 30 minutes is required when any employee works a shift of six hours or more. If the work period is at least six hours but less than seven hours, the meal must be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal

period must be taken between the third and sixth hour worked. Employers must provide workers with a *paid, uninterrupted* 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be given in the middle of each segment, whenever possible. A student employee cannot waive his or her rights to receive the required rest breaks or meal periods. Pacific University does not permit students to work overtime. The Oregon Bureau of Labor and Industries maintains information on required meal and break periods on their website at: [http://www.oregon.gov/BOLI/TA/T\\_FAQ\\_Restandmeal.shtml](http://www.oregon.gov/BOLI/TA/T_FAQ_Restandmeal.shtml).

### What happens when the student's allocation runs out?

Students are no longer eligible to be paid through the Community Service Federal Work-Study Program once their earning allocation has been fully used. **Thus, students should stop working immediately once their allocation is depleted because the employer will be accountable for any wages beyond that.** Pacific University will make every effort to alert employers when the student's balance is close to exhaustion, but employers should work closely with students to monitor the balance to avoid any unexpected financial responsibilities. Students receive monthly balance updates on their pay stubs. Changes in financial aid award packages, schedules, and/or working multiple jobs will impact the rate at which students earn their awards.

**Students should stop working immediately once their allocation is depleted because the employer will be accountable for any wages beyond that.**

### What about work-related injuries?

Student employees are covered under the University's Workers' Compensation program. **Students should report all job-related injuries immediately to their supervisor. They will also need to make a report to Human Resources within 24 hours of the time they are injured.**

- 1. Student should report an injury immediately to their supervisor.**
  - ◆ If it is an on-campus injury, the supervisor must notify Campus Public Safety. Campus Public Safety will complete an Incident Report and forward it to Human Resources.
  - ◆ If the injury is at an off-campus facility, the student should immediately notify his/her supervisor and if required seek treatment at the facility of his/her choice.
- 2. Seek medical treatment as required.**
  - ◆ Campus Public Safety can provide basic first aid.
  - ◆ If a student needs more than basic first aid, seek medical attention at the facility of his/her choice.
- 3. If a student needs to see a doctor:**
  - ◆ The student should advise the doctor that his/her injury is work-related. The doctor will be required to fill out forms related to work injuries and the student will be given a copy to take to Human Resources.
- 4. Student should obtain an OSHA 801 Form from Human Resources.**
  - ◆ Human Resources will help the student complete the OSHA 801 form and will send the report on to the insurance company.

## What is unacceptable conduct?

Although there is no way to identify every possible violation of standards of conduct, some examples of the types of conduct that may result in disciplinary action include the following:

- Dishonesty
- Violating attendance, tardiness or call-in rules or procedures
- Incompetence, inefficiency, neglect of duties, or lack of application to the job
- Violating or disregarding any known, posted or generally accepted safety rule or practice, including the unauthorized removal of safety guards or devices or failure to wear protective equipment
- Fighting, horseplay, or other forms of conduct that are likely to provoke or cause bodily injury or property damage or otherwise interfere with an organization's operations
- Refusing to perform job assignments or refusing to comply with supervisory requests or instructions except in circumstances where there is a reasonable belief that serious bodily injury may result
- Doing personal work or conducting personal business without prior permission from a supervisor
- Threatening, intimidating, coercing, or using profane or abusive language with any employee, supervisor, client, or others
- Unauthorized release of confidential, sensitive, or proprietary information

These are only general examples of behavior that could result in disciplinary action and/or termination. Students are expected to adhere to Community Service Partners' workplace policies.

## How to handle absences or late arrivals?

Student employees are expected to notify their supervisor as soon as possible if they will be absent from or late to work. Any student employee failing to report to work for three consecutive days without notifying their supervisor will be considered to have voluntarily terminated his or her employment, but this is at the discretion of the supervisor.

## Guidelines for disciplinary procedures?

To assist supervisors in resolving serious work-related problems, the following guidelines are suggested:

- Step One: Verbal Warning
- Step Two: Written Warning
- Step Three: Probation
- Step Four: Suspension
- Step Five: Termination

Students hired through the Community Service Federal Work-Study Program are hired "at will." Supervisors are strongly encouraged to contact the Career Development Center as soon as possible if problems arise or the student leaves the job. "At will" means that an employee is hired for an indefinite period and may resign or be terminated without cause or notice at any time. Normally, supervisors should try to give employees an opportunity to correct less serious performance problems before being terminated. It is important to remember that Work-Study is meant to be an educational experience: employers are

expected to hold student workers to a high level of performance, but should also take advantage of teachable moments as they occur with respect to educating students about the working world. **Community Service Partners should provide students with a clear set of expectations regarding required duties and appropriate conduct.** If termination becomes necessary, supervisors are requested to inform the Career Development Center.