



D^{SUNY}
DOWNSTATE
Medical Center

2020 - 2021

F E D E R A L

WORK-STUDY

HANDBOOK FOR SUPERVISORS

WHAT EVERY FWS SUPERVISOR SHOULD KNOW

When hiring FWS students be sure to explain exactly what will be expected of them in terms of job duties, attendance, and performance. It is helpful to put this in writing.

Students should not start working until the supervisor has completed the on-line hiring process and payroll forms have been submitted since students cannot be paid without all of these in place. **If a time record is rejected it must be resubmitted after the problem is resolved.**

It is the **supervisor's responsibility to verify the accuracy of the time record and approve or deny it** no later than the Friday after the last day of the pay period.

If a problem arises with a student, try to resolve it if at all possible. If the problem cannot be resolved supervisors have the right to terminate employment. Students should be notified in writing as to why they are being terminated and a copy of the letter should be sent to Financial Aid.

Supervisors must make students aware of confidentiality issues, responsibilities, policies, and procedures. If a student will be working in a department that allows him or her to have access to confidential information, it is the supervisor's responsibility to inform and make sure that the student understands the consequences if any breaches of confidentiality occur. Also, it will be the supervisor's responsibility to pursue disciplinary action against the student if confidentiality is broken.

1. Who is Eligible for Student Employment?

- a.** Student employment is available to undergraduate and graduate students currently enrolled in classes at the State University of New York under the Student Assistantship Program or the Federal Work-study Program. Students who have withdrawn, have been dismissed from school or have graduated must immediately stop work.

2. How Do Students Apply for Federal Work-study monies?

Students who wish to be considered must:

- a.** Complete the Free Application for Federal Student Aid (FAFSA). Once eligibility has been determined, students will receive an award notification indicating that they have been awarded Federal Work-study for the academic year.
- 3.** Students who are non-US citizens must report to the Human Resources Office with the appropriate visa documentation. Please note that per USCIS regulations, students in F-1 status are allowed to work 20 hours per week during school session and may work full-time during official school breaks.

4. Federal Work-Study

The FWS program is a federally funded initiative. Therefore, supervisors are encouraged to expend all FWS funds once a student is hired. This also helps to ensure that SUNY Downstate utilizes all of the annual FWS allocation given to the university by the federal government. Department allocations for FWS funds are reviewed annually by the Financial Aid Office. Once

these allocations have been determined, the Financial Aid Office will notify departments of their funds for the academic year. Departments have the flexibility to hire as many students as needed to earn these funds. It is very important that a student does not earn more than their award, and that the department does not spend more than the department allocation. The maximum earnings for each federal work-study student is determined by the amount of the Work-study Award. The amount of the award is listed on the student's Financial Aid Award letter. Federal work-study students cannot be paid on the federal work study payroll for more than their award amount. If the department lets the student work more hours than the award allows, the department will be responsible for transferring the student to a student assistantship position and will need to fund those additional hours with departmental funds.

- a. At the point of hire, students and supervisors should discuss the maximum earnings allowed for the appointment. A procedure should be established to ensure that the student's earnings are monitored against the available award or allocation that was granted. A spreadsheet could be used to calculate the hourly rate, multiplied by the number of hours worked each pay period, then subtracted from the allocation, showing the available balance.

5. Rates of Pay

Students are employed at varying rates of pay. Differences in pay are dependent upon the funding source from which they are paid, job duties, how long they have been in the same job, etc. The minimum hourly rate is \$15 for Fall 2019*. The maximum rate is set by the funding source. Students are not eligible for overtime pay.

- a. It is not acceptable to base the wage rate on need or any other factor not related to the student's skills or job description.
- b. To calculate how many weeks a student can work, multiply the number of hours per week the student can earn by the hourly rate, then divide that amount into the total award amount (example 6 hrs per week x \$15 per hour = \$90 weekly. \$2500 divided by \$90 weekly = 27 weeks).

6. Social Security and Medicare Withholdings

- a. Student employees are typically exempt from Social Security and Medicare withholdings as long as they are enrolled full-time in classes. During the summer, FICA is withheld from student checks unless they are enrolled in a minimum of 6 credit hours for summer classes.

7. Forms Required for Appointment to The Payroll:

The employing department representative and newly hired student must complete the:

- a. Student Employment Appointment Form
- b. Form I-9 Employment Eligibility Verification
- c. Form W-4 Federal Employee's Withholding Allowance Certificate
- d. Form IT-2104 NYS Employee's Withholding Allowance Certificate, or IT-2104E Certificate of Exemption from NYS Withholding
- e. These forms must be fully completed and delivered to Human Resources before their first day of work begins.
- f. Do not allow a student to begin work until these forms are completed and delivered to Human Resources.

8. Supervisor Rights

- a. Hire student(s) you feel are the most qualified for your positions(s).
- b. Expect students to report on time unless the student has made other arrangements with you in advance.
- c. For the student(s) you employ, you have the right to know their FWS award to

assist them in tracking their earned wages. Remember that students may not earn more than their FWS award.

- d. Be given notice if student(s) wish(es) to terminate their employment.

9. **Responsibilities of Supervisors**

- a. Interview students for allocated positions. Establish and discuss specific guidelines and expectations with the student before they begin work.
- b. Complete all the necessary paperwork with the student. Be sure the paperwork is delivered to Human Resources before allowing the student to work.
- c. If the student is being hired as a Federal Work-study student, be sure to verify the students email from Financial Aid as proof of eligibility before you hire them.
- d. Notify the Office of Human Resources when all allocated positions are filled.
- e. Provide job training.
- f. Ensure adequate supervision.
- g. Provide sufficient work for scheduled hours.
- h. Provide safe and reasonably comfortable working conditions.
- i. Verify and submit time records to Human Resources. Pay close attention to submission deadlines. Late time records may cause late paychecks for the students.
- j. Keep track of the biweekly earnings of the student and be sure that the student does not earn more than their student assistantship allocation, or their Federal Work-study allocation. It is the department's responsibility to pay for any wages earned in excess of these amounts.
- k. Ensure that the FWS student(s) and students with F-1 visas do not exceed the 20 hour workweek limit.

10. **Confidentiality Statements**

- a. All students are asked to sign a confidentiality statement. This statement ensures that students understand their responsibility to protect confidential or sensitive information seen or heard at their workplace. You can reiterate your expectations about confidentiality prior to the start of employment. See page 6.

11. **Campus Policies**

- a. **Reasonable Accommodation** SUNY Downstate is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. It is the policy of SUNY Downstate to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the State government position for which he or she is applying or in which he or she is employed.
- b. **Discriminatory Harassment** SUNY Downstate is committed to maintaining an academic, residential, and working environment which is free of inappropriate and disrespectful conduct of a derogatory nature regarding any protected category: age, race, religion, national origin, sex, disability, or sexual orientation, especially when such conduct adversely affects a student's or an employee's work/educational environment or creates an intimidating, hostile or offensive campus environment.
- c. **Workplace Violence** SUNY Downstate has adopted a policy of zero tolerance regarding workplace violence. Our goal is to create and maintain an environment free from threatening behavior, acts of violence, and harassment. SUNY Downstate will not tolerate violence, threatening behavior, or harassment of any type, from any source. It is

the responsibility of all college employees to create and maintain a workplace free from threats and acts of violence.

d. **Equal Opportunity/Affirmative Action** It is the policy of SUNY Downstate to provide equal opportunity in employment and upward mobility for all qualified persons, to prohibit discrimination in employment because of race, sex, age, national origin, religion, marital status, disability, veteran status, or sexual orientation.

e. **Generally Applicable Management Policies and Procedures**

The New York State Governmental Accountability, Audit and Internal Control Act of 1987 (Chapter 814 of the Laws of 1987), which became effective April 1, 1989, includes a provision requiring the University to "make available to each officer and employee of the agency a clear and concise statement of the generally applicable management policies and standards with which the officer or employee of such agency will be expected to comply."

The purpose of this memorandum is to provide you with a statement of generally applicable management policies and standards as required by the New York State Governmental Accountability, Audit and Internal Control Act of 1987. In addition to these generally applicable policies and standards, you are expected to comply with those standards and policies applicable to your specific duties and responsibilities.

Specifically, you are expected to comply with those policies and standards applicable to all campus employees including the campus smoking policy, the campus traffic and parking regulations, the sexual harassment policy and other policies and standards. You may review these policies in the Office of Human Resources.

DIRECTOR OF FINANCIAL AID

Farah Burnett

STUDENT EMPLOYMENT COORDINATOR

Sharon Mc Donald

718-270-2488



AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS
PERTAINING TO STUDENTS, FACULTY AND STAFF

I understand that in my capacity as a student employee at Downstate Medical Center of The State University of New York, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of students, faculty, staff, and applicants for admission or employment.

I understand that I am not permitted to discuss or share this information with other students, friends, family, or other employees.

I understand that under the policies of The State University of New York, as well as Federal and State privacy laws, these records are protected from disclosure to third parties unless pursuant to narrow exceptions. Student records in particular are protected by The State University's Student Records Access Policy and the United States Family Educational Rights and Privacy Act (also known as "FERPA" and the "Buckley Amendment").

I understand that if as part of my job responsibilities I am supposed to release information regarding students, faculty, staff, or applicants for admission or employment, I will receive specific written instructions from my college supervisor.

I understand that I must ask my college supervisor for instructions if I have any questions about the release of information regarding any student, faculty or staff member, or applicant.

I agree to maintain the confidentiality and privacy of all records of students, faculty, staff, and applicants, during and after the period of my employment.

I shall not, directly or indirectly, communicate to any person other than my supervisor or his or her supervisors, or an individual approved my supervisor, any information concerning such records. I understand that any such prohibited disclosure may be grounds for termination of my employment, denial of future employment, and possible student disciplinary action including suspension or expulsion.

I have read and understand my responsibilities in the protection of student information under FERPA. I acknowledge that failure to adhere to the code above, intentional or otherwise, may result in a failing grade, termination of employment and/or referral to Student Conduct for disciplinary action, and could subject me to criminal and or civil penalties.

Signature _____ Print Name _____

Date: _____