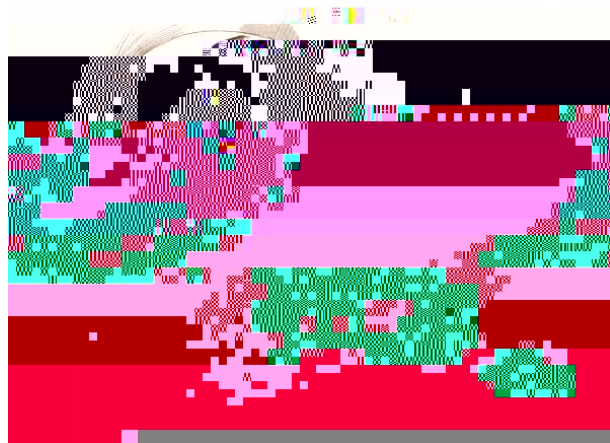




# College Work-Study Program

## 2021-2022 Handbook





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### III. STUDENT ELIGIBILITY

#### **A. Federal/NM/ICWS Work-Study Eligibility**

To be eligible for Federal, New Mexico or Institutional Work-Study, students must meet the following criteria:

1. For Federal Work-Study, be a citizen of the United States or hold a permanent visa;
2. For New Mexico Work-Study, be a citizen of the United States and a resident of the State of New Mexico;
3. For Institutional College Work-Study, be a foreign student studying at St. Jo visa;
4. Be accepted for enrollment and attending on at least a half basis (full-time for NMCW and ICWS);
5. Be in good academic standing;
6. Have financial need, demonstrated through the analysis of the Free Application for Federal Student Aid (FAFSA) for domestic students or through the CSS Profile or International Student Financial Aid Application (ISFAA) for international students

to meet his/her financial need. Students applying for a work-study award, along with other funds, are told of their eligibility or ineligibility for a workstudy job in an award letter from the Financial Aid Office. Students who are eligible for workstudy, but did not complete his/her financial aid file by the appropriate deadline. Students may be placed on a workstudy waitlist when their files are complete. Students on the wait list cannot be considered for campus employment until campus work-study waitlist

#### IV. HOW THE CWS PROGRAM WORKS

##### ***A. About the Jobs***

Approximately 120 students work on and off campus FCWS/NMCW positions, while 80 students work on campus in CSS or ICWS positions. During registration in August, the Financial Aid Office posts job descriptions for all vacant positions. Supervisors interview students and notify the Financial Aid Office as positions are filled.

If at all possible, students are hired for jobs that are relevant to their interests and experience, but not all students obtain their first choice jobs. Transferring from one position to another is discouraged, though a job transfer can be considered if circumstances make such a transfer necessary. Transfers must be coordinated with both supervisors and the Financial Aid Office.

##### ***B. Hours to be Worked, Levels of Pay and Promotions***

There are three levels of CWS pay, with corresponding responsibility. FCWS, MCW, ICWS, and CSS positions are available at all three levels of pay. In the 2021-2022 academic year, students work approximately 10 hours per week for 32 weeks or a total of 320 hours for the academic year. The four weeks of winter break and two weeks of spring break are not counted as part of these 320 hours. If students choose to work during these breaks, they need to make allowance for those extra hours in the total hours for the year. Students cannot

**C. Registration and Hiring**

At registration, students find out about job openings, read copies of job descriptions, pick up applications, and complete tax (W-4) and employment eligibility (I-9) forms. *Each student worker must have a completed W-4 and I-9 form on file with the Financial Aid Office by the end of the first payroll period or their employment is subject to termination in which students risk forfeiture of work-study eligibility for the rest of the academic year.*

Supervisors in every department with an opening will accept applications during registration. Students are responsible for completing a job application and submitting it to the supervisor of each department where he/she would like to work. Students may apply for positions in more than one department, but can only have multiple interviews; however, **only ONE job may be accepted**. V H H <sup>3</sup>, P S R U W D Q W 1 R W H ' E H O R

The only exception to these hiring procedures are the incoming freshmen who are international students. The Associate Director of Financial Aid in consultation with individual supervisors, assigns most of the international freshmen to specific jobs. If these initial placements are not satisfactory, the Associate Director will work with the student to find a new placement. nkla9a14ir1 work nkla9a14irr12 7998 (vi)92 re W\* n BT /TT0 Q q 0 0 612 792 re W\* n

## V. POLICIES AND PROCEDURES

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forms of harassment, whether based on sex, race, color, religion, national origin, age, disability, or sexual orientation. Although this policy focuses on sexual harassment, it applies equally to all forms of harassment, and the procedures described in this policy should be followed for all kinds of harassment.

Sexual harassment on the job is any unwelcome sexually-oriented behavior, demand, comment or physical contact, initiated by any individual at the work place that is a term or condition of employment, a basis for employment decisions, that interferes with the student employment, or creates a hostile or offensive working environment. Common forms of harassment include offensive or abusive physical contact, joking, lewd language, suggesting sexual favors, displaying sexually suggestive objects, pictures, magazines, cards, etc.

If you believe you have been subjected to sexual or other harassment, you should first confront the person or persons responsible for the offensive behavior and indicate to them that it is unwelcome and should be stopped. You also have an obligation to report the matter promptly to the Director of Financial Aid, the Director of Human Resources, or the Assistant Director. ***If you feel that you cannot discuss the matter with any of these people, you may speak directly to the Title IX Coordinator.*** (Check with the Assistant office for the name of the Title IX Coordinator.)

If you observe or become aware of harassment, but you are not yourself the victim, you also have an obligation to bring the matter to the attention of the Director of Financial Aid.

The College will investigate all reports of alleged harassment. To the extent possible, the College will keep the information confidential, consistent with its obligation to investigate promptly and thoroughly. If the College determines that harassment has occurred or that counseling, training, disciplinary measures or termination are appropriate, it will take such action as occurs T / TT0 10S996 (r ter)-6.(nv)-3.998





***E. Job Descriptions***

The Financial Aid Office maintains a job description for each student position. Individual supervisors write the descriptions and they must include:

1. The title of the position;
2. The supervisor and department;
3. The skills required;
4. The duties of the position;
5. The number of hours per week;
6. The rate of pay; and
7. Whether the position is open only to students eligible and approved for study or to all qualified students regardless of financial need.

request for resignation or termination.

4. If the student fails to make