

Work-Study Agreement

Section A: To be completed by the Work-Study Student:

Student's Name: _____ Student ID#: _____ Aid Year: _____

Agreement is for: Fall & Spring Fall only Spring only Summer only Work-Study Award \$ _____

Student's Email to Send Background Check to: _____ Student's Phone #: _____

Have you participated in the Work-Study Program at NOVA within the last 12 months? Yes No

If not, then a complete [work-study employment packet](#) must be submitted with this form to the Campus Work-Study Coordinator.

Rehires who were terminated in HCM or who did not work during the past month must submit the following documents to be rehired:

- Work-Study Agreement I-9 Form with original, unexpired documentation Notification and Release
 W-4 and State Tax Withholding Forms Direct Deposit Form and bank documentation Personnel Information Form

Rehires who were not terminated and who have worked during the past month only need to submit a new work-study agreement.

Student's Signature: _____ Date: _____

Your signature indicates acknowledgment and acceptance of all Work-Study Program policies including the policies listed in the addendum.

All policies, procedures, job listings, forms and contact information for Campus Work-Study Coordinators are online at www.nvcc.edu/workstudy.

Section B: To be completed by the Work-Study Supervisor:

Supervisor's Name: _____ Supervisor's NOVA ID#: _____

Name of Supervisor's Office: _____ Supervisor's Phone #: _____

Intercampus Mail Address: _____ Supervisor's Email: _____

Supervisor's Budget Code (Fund, Department, Campus, and Account Code): _____

Earnings above the maximum approved award for each applicable semester will be charged to the supervisor's department.

Will the student need an NVCC LAN account/employee email for IT access beyond submitting time in HCM? Yes No
If a LAN account is needed the student must complete IT Security Awareness Training. Additional IT Access requires a 105-045 form.

Has this student worked in your office before? Yes No If not, then Job-X must be used to complete the hiring process.

5-Digit Job ID from Job-X Position Description: _____ (List the Job ID from the original Job-X position description for rehires).

Supervisor's Signature: _____ Date: _____

Your signature indicates acknowledgement and acceptance of all Work-Study Program policies including the policies listed in the addendum.

Average # of Hours per Week: = _____ (Total Work-Study Award Amount) ÷ (Number of Weeks Left in the Applicable Semester)

Enter the expected work schedule agreed upon for the semester:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Scheduled Work Hours								

After Section A and B are completed, the student must return this form to the Campus Work-Study Coordinator.

Section C: To be completed by the Campus Work-Study Coordinator:

Campus Work-Study Coordinator's Name: _____ Campus: _____

W-S Type: Federal Work-Study FWS Community Service NVCC Work-Study International Work Study

Is this transfer to a new supervisor/department? Yes No If so, please provide all the info the new supervisor on this form.

Hourly Rate: \$16 per hour during the first year of work-study employment \$17 per hour starting in the fall after two full semesters of employment
 \$18 per hour first year of employment with local non-profit \$19 per hour second year of employment with local non-profit

Campus Work-Study Coordinator's Signature: _____ Date: _____

This form should be processed by Human Resources only if it is received directly from the CFAO Work-Study Coordinator.

Work-Study Policies Addendum

Before students can start working each semester they must:

- Complete the work-study agreement and the employment documents as noted on the work-study agreement.
- Enroll in at least 6 eligible credits for the semester they want to work (consortium, non-credit, and dual-enrollment courses do not count).
- Wait until the first day they were approved to work as indicated in the email sent by the College Work-Study Coordinator.
- The supervisor must receive an email from the College Work-Study Coordinator for the applicable semester that indicates the start date, the amount of the work-study award, and the number of hours that the student may work during the semester.
- If the student is being hired by the supervisor for the first time, the supervisor must receive a confirmation email from Human Resources indicating the student's employment was processed by HR. You may email dataops@nvcc.edu if this confirmation is not received within five business days after the College Work-Study Coordinator emails you to confirm that the student was approved by the Financial Aid Office.

Students must stop working when any of the following situations occur:

- Their enrollment drops below 6 eligible credits required for their degree or certificate during the semester they were approved to work.
- They fail to meet the Satisfactory Academic Progress (SAP) requirements.
- They are notified by the supervisor or the Financial Aid Office that they must stop working.
- Students must stop working by the end of the semester they were approved to work or when they have earned their full work-study award for a semester (whichever occurs first). The only exception is for students who were approved for a Fall & Spring work-study award (as shown on MyNOVA); these students may continue working after the fall semester ends if they registered for at least six eligible credits for the following spring semester and if they continue to meet the SAP requirements after fall grades post. Any unearned portion of a fall semester work-study award can be earned during the spring semester if students remain eligible.
- Students are not allowed to earn more than their fall semester work-study awards during the fall semester. Any unearned portion of a Fall/Spring work-study award cannot be earned after the end of the spring semester. A new work-study agreement must be completed and approved for the summer term in order for the student to work during the summer. The College Work-Study Coordinator will email the supervisor if a summer work-study agreement is approved.
- If a summer work-study student earns the full "Summer 1" work-study award before the end of June, the student must stop working at that point. Any unearned "Summer 1" work-study award and "Summer 2" work-study award can then be earned in July when students are allowed to resume working and throughout the rest of the summer semester until the last day of the summer work-study program.

A supervisor's department budget may be charged if:

- A student's earnings exceed the student's approved work-study award during the applicable semester. Please keep track of earnings!
- The supervisor allows a student to start working before the student is eligible to start working.
- The supervisor allows a student to continue working after the student is no longer eligible. Please see the requirements listed above.
- A student continues working after the student's work-study agreement ends.
- Timesheets are approved after the work-study agreement has ended and it is too late to charge the wages to the work-study program.

General Policies:

- Work-study students are not allowed to work more than 20 hours per week. No exceptions! The work week is Friday to Thursday.
- A student cannot have any other paid position at NVCC while participating in the work-study program (including a P-14 position, student-hire position, faculty/staff position, stipend, or a special assignment).
- Data Ops should submit a request for manager self-service for supervisors who do not already have such access.
- Supervisors may email Benefits@nvcc.edu for assistance with getting time approved before they have access to HCM.
- All work must occur on NOVA premises or at official sites designated in writing by the College Financial Aid Office.
- Work hours cannot conflict with class time.
- Students may not work from home or in any other instance where they cannot be supervised.
- All work-study awards are contingent on the student's continued eligibility, funding, and approval by HR and the CFAO.
- Job-X should be used to hire new work-study students and to hire work-study students who are transferring from another department.
- Students should submit their hours in the HCM system at the end of each day they work to help ensure hours are accurately reported.
- If the supervisor approves the time after the date due in the Payroll Office, then the student will not be paid until the next pay-date.
- Employees who work at least six consecutive hours are to be provided an unpaid lunch break of 30 minutes, except in situations where shift coverage prevents such lunch breaks. Lunch breaks are not included in the count of hours worked per day. When employees are required to work during their lunch, that period shall be counted as time worked.
- Employees, at the supervisor's discretion, also may be granted a 10-15 minute break in the morning and in the afternoon outside of the 30-minute lunch break. The break period and the lunch period may not be used to compensate for late arrival or to permit early departure. Additionally, breaks may not be accumulated, nor may they be used to cover time off for other purposes.
- If a student stops working for any reason, the supervisor must immediately report this to the Work-Study Coordinator and the supervisor must terminate the student by submitting a [105-021 Form](#) if the student will not resume working by the beginning of the next pay period. Supervisors should contact employeerelations@nvcc.edu if they need assistance with the 105-021 form.
- To convert a work-study student to a Student-Hire or P-14 employee, the supervisor must submit the [125-300 Form](#) to the Campus Work-Study Coordinator if the student participated in the work-study program within the past 12 months. HR also requires the EWP to be submitted in NATS and a competitive search to be performed to convert a student to a P-14 on a permanent basis. Please work with your campus HR Consultants and Campus Work-Study Coordinator to convert a work-study student to a P-14.
- More information and additional policies are provided in the [Work-Study Handbook](#).