This manual is designed to provide students and supervisors with a guide to the policies and procedures associated with our Federal Work Study (FWS) Program.

About the FWS Program
FWS is a federally funded financial aid program that allows students the opportunity to work for a wage to assist with their educational expenses. In addition, FWS provides students valuable job experience within the campus administrative and academic settings as well as off-campus community service locations.

The FWS Program at SUNY Plattsburgh focuses on involvement and enrichment. The purposes of the program are consistent with the legislation that created the program, namely:

- To encourage part-time employment of students who demonstrate financial need
- To provide these same students with practical job experiences that may prove beneficial to them when they leave SUNY Plattsburgh
- To provide student work assistance to the College's academic and administrative departments in carrying out their operations

FWS is a unique program in that it requires cooperation from many individuals to ensure smooth operations and future funding. Therefore, students and supervisors are encouraged to understand and comply with the policies and procedures outlined in this manual. Retain this manual as a guide to answer questions you may have concerning the FWS Program. If you have questions not addressed in this manual, feel free to contact Student Financial Services:

Student Financial Services
406 Kehoe
101 Broad Street
Plattsburgh, NY 12901
(o) 518-564-2072
(f) 518-564-4079
Email: sfs@plattsburgh.edu

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Who Is Eligible?
FWS is available to undergraduate and graduate students. Eligibility is based on documented financial need.
To be eligible to participate in the Federal Work Study Program a student must:

- Have a high school diploma or recognized equivalent
- Be enrolled at least half-time as a matriculated student
- Be either a U.S. citizen or eligible non-citizen
- Be making satisfactory academic progress in a degree program
- Demonstrate financial need (as determined on FAFSA form)
- Complete the Free Application for Federal Student Aid (FAFSA) each academic year.

How Do Students Apply?
Students who wish to be considered for Federal Work Study must:

1. Indicate on the Free Application for Federal Student Aid (FAFSA) an interest in student employment.
2. Complete the FAFSA as close as to October 1 as possible. Awards will be made to eligible students until the budget is exhausted.
3. Eligible students will be e-mailed an award letter that includes an offered FWS award. Students interested in applying for a FWS job must accept the award. Students are only eligible to apply for a FWS job if they have an accepted FWS award. FWS employment in a prior academic year does not guarantee an award in subsequent years.

How Do Students Find a Job?
Students will not be placed on the payroll until all necessary forms have been properly completed and submitted to the Payroll Office.

1. FWS job descriptions for the upcoming academic year are posted on Handshake over the summer months. Locate a FWS job and follow the instructions to apply.
2. Hired students must complete a Federal Work Study Authorization form on my.plattsburgh.edu under the Student tab, and any other legal forms necessary for employment. Submit these forms to the Payroll Office prior to beginning employment (Kehoe Building Room 904).

Summer FWS requires is a slightly different process. Contact the Financial Aid Office to learn more.

What Are a Student’s Responsibilities?
Students are responsible to:

- Contact supervisors to arrange interviews for potential employment.
- Submit all required paperwork to the Payroll Office before beginning work.
- Report to work on time each scheduled day. If you need to be absent due to illness, it is your responsibility to contact the supervisor immediately and request permission.
- Maintain the same standards of conduct as those expected of full-time employees of the College or cooperating agency. Act in a professional manner concerning the confidentiality of College and student records. Breaches of such confidentiality and any act of dishonesty are just cause for immediate dismissal from the FWS Program.
- Report actual hours worked on each timesheet. Under no circumstances may non-worked hours be reported on time sheets.
- Ensure timesheets are completed accurately by the payroll deadline.
- Keep track of your FWS earnings. Students may not earn more than their award amount and will not be paid if they exceed their award. The Payroll Office can provide students with their work study balance upon request.
• Report to the FWS Coordinator any problems or concerns that cannot be resolved between you and your supervisor.
• Discuss with your supervisor any intentions of terminating employment. You should give your supervisor two weeks’ notice.

How Do Supervisors Hire a Student?
1. Supervisors update job descriptions, job duties, application instructions, and contact information on Handshake. Students use Handshake to locate jobs.
2. Students follow the application instructions on Handshake on to apply for employment. Supervisors may ask students to provide resumes, references, submit a job application, and complete an interview. If you require any of the above from an applicant or interviewee, you must require it of every applicant or interviewee. The FWS Program at SUNY Plattsburgh is an Equal Opportunity Employer.
3. After interviews process, supervisors should notify all applicants as to whether they have been hired.
4. Supervisors should encourage students who were not hired to continue to seek employment by checking the job postings on-line.
5. Supervisors should remove job postings once the position is filled.

What Are a Supervisor’s Responsibilities?
Supervisors are responsible to:

• Review with the student the job duties and requirements. Establish and discuss specific guidelines and expectations with the students before they begin working.
• Discuss with the student office policies regarding scheduling, absences, breaks, attire, and performance reviews.
• Have students sign a statement of “Statement of Understanding” before gaining access to student records and maintain a record of this (see next section).
• Ensure students work less than 20 hours per week while classes are in session.
• Ensure students receive a 30 minute break after working six hours consecutively.
• Ensure the student has completed all the appropriate Payroll paperwork before beginning work. Students cannot be paid until all paperwork is submitted.
• Remove your job posting when all allocated positions have been filled.
• Post work schedules at the job site for all students.
• Provide adequate job training.
• Ensure adequate supervision and provide alternative supervision in periods of absence.
• Provide adequate work for scheduled hours. Regulations forbid FWS payment for “study time”. FWS is a form of financial aid and students should be given the opportunity to work their full eligibility. Departments that do not cooperate in providing an adequate opportunity for students to work, or that allow students to study during paid hours, risk losing some or all of their FWS allocation.
• Provide safe and reasonably comfortable working conditions.
• Pace student earnings over the duration of the semester. It is the department’s responsibility to pay for any wages earned beyond the FWS award.
• Verify and submit your online timesheet to the Payroll Office showing actual hours worked. Pay close attention to submission deadlines. Remember, late time sheets may cause late paychecks for students.
• Evaluate student’s job performance regularly and discuss evaluations with your students.

FERPA and Statement of Confidentiality?
In accordance with “The Administrative Guidelines for the Protection and Release of Student Records,” FWS...
Supervisors are required to inform FWS employees of the Student Records Policies and Procedures for Plattsburgh State University of New York. Student employees are required to sign a “Statement of Understanding” before gaining access to student records. These statements ensure students understand their responsibility to protect confidential or sensitive information seen or heard at their workplaces. Statements should be discussed between the supervisor and student, and signed prior to the start of employment. Even if a FWS student does not have access to student records, it is still highly recommended that the student signs a “Statement of Understanding”. Click here for a sample statement.

Regulations
Plattsburgh’s continued participation in the Federal Work-Study Program depends on supervisors and students knowing and upholding the federal regulations governing FWS. Therefore, students and supervisors should be aware of the following:

- FWS awards begin on the 1st day of class of each semester and end on the last day of scheduled attendance. Students may not work after this date without prior permission from the Financial Aid Office (ex. winter or summer break).
- State law mandates that students may not work in excess of 20 hours per week while in attendance during the regularly scheduled academic year. Summer FWS permits students to work up to 29 hours per week.
- Students may not work in excess of their scheduled award.
- Students must be paid at least the current minimum wage rate.
- Overtime pay is not allowed.
- FWS wages are subject to federal and state income tax but are not subject to social security tax. However, summer FWS wages for students not enrolled are subject to social security and Medicare deductions.
- FWS students are covered by Worker’s Compensation but are not eligible for disability.
- Supervisors may not solicit or accept from FWS students any fee, commission, contribution or gift as a condition for employment.
- FWS students working six or more consecutive hours are required to take a 1/2 hour break which must be recorded on their time sheet.
- Summer FWS students may have a summer savings expectation from their summer earnings that should be applied to their educational expenses for the next academic year.

Wages Rates, Hours, & Earnings
Federal regulations require FWS students be paid at least the current federal minimum wage rate. Unlike other types of financial aid, work-study earnings cannot be credited to student’s College tuition bill. FWS earnings are paid directly to the student every two weeks. This type of financial assistance is intended for educational expenses such as living costs and books.

Payroll Procedures, Rates, Hours, & Earnings
- Students must complete all paperwork received by their supervisor and submit it to the Payroll Office prior to beginning work.
- Students must complete an I-9 Employment Eligibility Verification Form prior to beginning their employment. This form requires review of acceptable documents (i.e. Social Security Card, Driver’s License) which the student must provide.
- Time sheets must be submitted online to the Payroll Office (Kehoe 904) by 4:30 pm on the Thursday following the end of each pay period.
- Payrolls are processed biweekly.
- If a time sheet is inadvertently not submitted on time, rectify the problem by submitting it to Payroll
immediately. Do not wait until the current pay period ends. Do not add hours worked during the previous pay period to the current time sheet. Time sheets will be accepted up to two (2) weeks late.

- New York State labor law requires an employee take a 1/2 hour break after working six hours consecutively in one day. This break must be reflected on the time sheet.

Paychecks
- Direct deposit is a safe and convenient way to manage your biweekly paycheck. Your money will be securely transferred into the checking or savings account of your choice each payday, saving you the trouble of keeping track of a paper check and a trip to the bank. Direct deposit is an option.
- Visit Payroll Information for Students for more information.

Taxes
Student earnings through Federal Work-Study are subject to state and federal taxes.

FORM W-4: The Form W-4 is used by the IRS as the authorization to either withhold taxes each pay period based on anticipated tax liability, or to not withhold based on the expectation of no tax liability. Students are required to complete a W-4 before starting to work.

FORM W-2: SUNY Plattsburgh is required to send all employees a Form W-2, Statement of Earnings, during January. This form includes the total amount earned by that individual in the previous calendar year. Student W-2’s will be mailed to the address on their paycheck. Duplicate W-2’s are available in the Payroll Office upon request.

IT-2104 or IT-2104-E: The Form IT-2104 is used to determine how much New York State tax to withhold from the employee’s pay. The Form IT-2104-E is used for those employees who qualify for exemption of New York State withholding. Employees who are not residents of New York State generally may file a Form IT-2104-E.

SOCIAL SECURITY: FWS earnings are not subject to Social Security tax withholding during the academic year. Summer earnings, if the student is not enrolled in classes at PSU, are subject to withholding.

Employee Benefits
As a part-time employment program FWS provides for payment on an hourly basis. Students may not be compensated under a commission or fee arrangement. Under FWS, students are not eligible for fringe benefits such as paid sick leave, vacation pay, and holiday pay. FWS students should be allowed brief interruptions in their daily schedules, such as rests or coffee breaks, if it is the employer’s policy and practice to permit those interruptions for its regular employees for similar work periods.

Injuries
If student employees are injured in the performance of their duties, the Student Health Center will provide initial treatment and referrals for follow up care. If the injury requires emergency attention, please visit the ER and let them know it is work related and that your employer is SUNY Plattsburgh. For on the job injuries that require medical care outside of the Student Health Center, an employee accident report must be completed, reported to the NYS Accident Reporting System, and forwarded to Human Resource Services. The Employee Accident Report can be found on the Human Resource Services Forms page.

Job Change or Termination
Students who change jobs must also complete new FWS Payroll Authorization Forms available on my.plattsburgh.edu on the student tab. Supervisors may terminate a student’s employment if it has been determined that the student’s work performance is unacceptable.
Possible reasons for dismissal:

- Excess tardiness or absence without notice
- Verifiable intoxication or substance abuse
- Theft, dishonesty or breach of confidentiality
- Discourtesy or use of offensive language
- Refusal to perform or inadequate performance of assigned duties
- Refusal to abide by predetermined and agreed upon regulations
- False representation of hours worked
- Improper dress or uniform
- Refusal to report an injury
- Other reason specified and documented at the time of employment

The following guidelines should be followed:

- Verbal Warning: Supervisor and student should discuss reasons for dissatisfaction and suggest possible solutions. Establish performance and time guidelines for improved performance.
- Written Warning: If problems continue, repeat step one and follow it with a written statement documenting the conversation.
- Job Change or Termination: If the performance issues persist, a job change or termination may be necessary.

Affirmative Action Policy

It is the policy of SUNY Plattsburgh to provide equal opportunity in education and employment for all qualified persons; prohibit illegal discrimination based on age, race, religion, color, national origin, sex, sexual orientation, gender identity, familial status, pregnancy, pre-disposing genetic characteristics, military status, domestic violence victim status, disability, or criminal conviction; and to promote the full realization of equal education and employment opportunity through a positive and continuing program of affirmative action for the college as a whole and for each constituent unit. Visit Notice of Non-Discrimination Policy for more information.

Sexual Harassment and Sexual Violence Policy

Sexual Harassment: Sexual harassment is defined as unwelcome, inappropriate behavior of a sexual nature that is so severe, pervasive and objectively offensive that it unreasonably interferes with, denies or limits, on the basis of sex, an individual’s ability to perform their work or participate in or benefit from the College’s education program and/or activities. This can include such acts as comments, gestures, or physical contact that meet the standard set forth above. Sexual harassment can involve a quid pro quo in which an employee with authority demands sexual favors of a subordinate employee or a student with either a reward promised or punishment threatened. Sexual harassment can involve the establishment of a hostile work or school environment.

Note that students may be the one to harass students. Staff and faculty may be the one to harass students or other staff. Students may establish a hostile environment for faculty and staff. Women or men may be harassers; men or women may be targets; transgender individuals may also be the one to harass or the one being harassed. Sexual assault is considered an instance of sexual harassment.

Visit Sexual Harassment & Sexual Violence Policy for more information.
**Sexual Violence:** All acts of sexual violence are forms of sexual harassment covered under Title IX of the 1972 Education Amendments which prohibits discrimination on the basis of sex. Following the Office of Civil Rights (OCR) of the United States Department of Education, sexual violence in this policy refers to a physical sexual act perpetrated against a person’s will or where a person is incapable of giving consent due to the individual’s use of drugs or alcohol. An individual also may be unable to give consent due to intellectual or other disability.

Visit [Sexual Harassment & Sexual Violence Policy](#) for more information.

**Affirmative Consent:** New York State’s “*Enough Is Enough*” was passed into law on July 7th, 2015. A result of this law is a uniform statewide definition of Affirmative Consent.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

If you have any questions or would like to set up an educational session for yourself or a group on campus, please contact: Violence Prevention Education and Outreach Coordinator at Phone: (518)564-3281.

Visit [Students' Bill of Rights](#) for more information.

**Actions You Can Take**

If you have been mistreated or harassed, and feel safe to do so, inform the offender the comments or actions are unwelcome. You may want a third-party present. Students or employees of SUNY Plattsburgh who feel they have been discriminated against by a College employee may contact Human Resource Services (564-5062), Title IX Coordinator (564-3281), or the Affirmative Action Officer (564-3303).