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*Please contact the JHU Office of Student Financial Services,  
146 Garland Hall, 410-516-8028, with questions that are not answered  
in this booklet.*

### **Welcome to the Federal Work Study (FWS)/Community Service/America Reads program.**

This booklet is designed for employers, supervisors, and students to ensure Johns Hopkins' compliance with federal regulations and to serve as a reference when questions arise regarding the program.

The goal of the FWS program is to promote access to employment to help students meet educational expenses. Students may be employed on or off campus. Off-campus employers must be approved by the Office of Student Financial Services (see page 10).

Department of Education regulations require schools to use a minimum of 7 percent of their FWS allocations to employ students in community service positions that improve the quality of life for residents, particularly low-income individuals, or that solve particular problems related to the needs of the individual and/or community. Services include health care, child care, literacy training, education, welfare, social services, transportation, housing, neighborhood improvement, crime prevention/control, public safety, recreation, support services for disabled students, and work in service opportunities or youth groups. The definition of "community service" has been expanded to include on-campus

childcare services that are open and accessible to the community, and services to disabled students enrolled at the institution.

Students in the FWS program who choose community service may want to become involved in the America Reads Challenge, an initiative designed to ensure that every child has an opportunity to develop and improve reading skills. To help achieve this goal, FWS supports America Reads by funding reading tutors for children.

We encourage Hopkins students to apply for FWS community service positions. Students who participate in community service jobs through JHU continue to be governed by the rules and regulations of the FWS program.

### **Basic Requirements for the Federal Work Study (FWS)/ Community Service/America Reads Program**

- A. A student may be hired for FWS only after eligibility is determined by the Office of Student Financial Services. The amount shown on the student's financial aid offer and on the FWS Referral Authorization Form reflects the maximum earnings for a specified period. Actual earnings will depend on the number of hours worked and the hourly pay rate. A student's FWS award is divided equally between the fall and spring semesters unless the award is for one semester or a summer period.
- B. A student may begin to work only after he or she has obtained an FWS Referral Authorization Form from the Office of Student Financial Services. This form identifies the student as a participant in the FWS program and should be carried by the student to job interviews. The FWS Referral Authorization Form must be completed and signed by the employer and the student and must be submitted to Student Employment Service.
- C. Eligibility for the FWS program is determined solely by the Office of Student Financial Services, based on federal regulations and confidential information regarding the student's financial status. A student's FWS award is based on demonstrated financial "need" and may be reduced at any time should the student receive additional awards or any other resources.

- D. FWS positions must provide useful, important work opportunities without replacing regular or contract personnel.
- E. No work may be performed for profit-making organizations, in conjunction with political campaigns, or for projects that involve endorsement of a particular set of religious beliefs, including constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.
- F. Students must be U.S. citizens or permanent residents and must be matriculated students at Johns Hopkins University.
- G. According to Johns Hopkins policy, students may work a maximum of 20 hours per week during the academic year under the FWS program, unless prior approval has been obtained. Students may work a maximum of 37.5 hours per week during the summer under the FWS program. Undergraduate students are paid semimonthly, which typically falls on the 15th and the last day of the month.
- H. FWS students will be paid 70 percent from FWS funds and 30 percent from the employer's matching funds. FWS students in community service positions with employers approved by the Office of Student Financial Services (SFS) will receive 75 percent of their pay from federal funds and 25 percent from their employers' funds. Students working for employers approved by SFS and involved in America Reads will receive all their salary from federal funds. The federal and matching percentages are subject to change for a given period at the discretion of the deans.
- I. For example: If you have Traditional FWS and are awarded \$1000, the federal portion is \$700 and the department portion is \$300. Compensation rates are based on the student's skill level or experience, see individual student job descriptions. However, the work performed by the student must not result in displacement of employed workers, including those on strike, or impair existing service contracts. Students must be paid at least the minimum wage rate (currently \$7.25) per hour for hours worked. There is no cap on the hourly wage rate.

- J. The FWS programs are three distinct programs that require students to obtain a separate FWS Referral Authorization Form from SFS for each position. The total award for all positions cannot exceed the student's maximum FWS eligibility. These programs are administered during the academic year and, if funds permit, a summer program. Eligibility for each program is determined separately for each academic year. No student may continue from an academic year program to a summer program without a new award and the appropriate FWS Referral Authorization Form for the specified period. Unearned FWS amounts cannot be carried over to the summer or the next academic year.
  
- K. We will attempt to notify students and supervisors when a student's eligibility for FWS is nearly exhausted, but please remember that keeping track of cumulative earnings is the student's and employing supervisor's responsibility. The student and the supervisor should keep copies of completed time sheets for each pay period worked. No students can be paid out of FWS funds after their eligibility has run out. Hours submitted for payment beyond a student's FWS eligibility will be charged 100 percent to the employer.
  
- L. Intersession and summer programs will be offered at the discretion of the deans, depending upon the availability of FWS funding.

**Responsibilities of All Participants—Student Financial Services, Student Employment Services, the Employer, and the Student**

- A. *Student Financial Services (SFS)*  
(146 Garland Hall/410-516-8028)  
**[www.jhu.edu/finaid](http://www.jhu.edu/finaid)**
  1. Determines a student's eligibility and awards FWS funding.
  2. Issues the student's FWS Referral Authorization Form identifying student's participation in the FWS program.

3. Sets a maximum number of hours a student may work per week, based on the availability of FWS funding.
4. Adjusts or eliminates a student's FWS award(s) when necessary, according to federal regulations.
5. Notifies the student and Student Employment Services of changes in FWS awards.
6. Determines employer's eligibility and participation in the FWS program.
7. Arranges and maintains off-campus contractual agreements according to federal guidelines (see Off-Campus Employment—Contractual Agreement, page 10, for more information regarding off-campus employment).

B. *Student Employment Services*  
(72 Garland Hall/410-516-8421)

**[www.jhu.edu/stujob](http://www.jhu.edu/stujob)**

1. Sets cut-off dates by which hiring departments must submit student ISR (Internal Service Request) to be approved by Student Employment Services. When submitting an ISR for a Homewood based student you must select Student Employer Services as Approver 2.
2. Maintains listing of available positions accessible to students. Students may access information about available positions in a variety of ways:
  - a. Student job listings available on the Job Search database: **[www.jhu.edu/stujob](http://www.jhu.edu/stujob)**. In order to view available jobs, you must first register with Student Employment Services through their Web site.
  - b. One-on-one job search assistance. Students who are having trouble locating suitable part-time employment can make an appointment with Student Employment Services for assistance.

3. Monitors and keeps track of FWS earnings to ensure that the student's FWS eligibility is not exceeded. Excess earnings will be charged 100 percent to the employer.
4. Evaluates employment and/or payroll grievances that may arise between the student employee and employer.
5. Distributes applications for work permits. Under state law, students age 17 and under may not begin their job until a work permit is on file for the state of Maryland.
6. Completes an I-9 form for all student employees who are U.S. citizens and new to the university student payroll system. All international students and permanent residents must visit the Office of International Student and Scholar Services to have their I-9 completed. The I-9 form must be submitted to Student Employment Services.

NOTE for international undergraduate students:  
Before the I-9 can be completed by the Office of International Students and Scholar Services (OISSS), the hiring department must first complete the Confirmation of Campus Employment Form. The Confirmation of Campus Employment Form can be obtained from the Student Employment Services Web site. It must be completed, signed, and submitted to Student Employment Services. Student Employment Services will forward a copy to OISSS. OISSS cannot complete the I-9 without a copy of this form.

7. Provides tax exemption forms and direct deposit forms for students to complete and submit.
8. Maintains student personnel files and provides all human resource services for student employees.

### C. *The Employer*

1. Posts available jobs on the Job Search database at **www.jhu.edu/stujob**. Click on Post a Job. Closes a job when the position has been filled.
2. Interviews, hires, trains, and supervises employees.
3. Establishes a work schedule with the student.
4. Defines the student's duties and responsibilities as a member of the office staff.
5. Processes the necessary payroll documents for hiring, salary change, and termination of employment according to guidelines for new hires and continuing student employees. Guidelines are on the Student Employment Services Web site.

NOTE for international undergraduate students: Before the I-9 can be completed by the Office of International Students and Scholar Services (OISSS), the hiring department must first complete the Confirmation of Campus Employment Form. The Confirmation of Campus Employment Form can be obtained from the Student Employment Services Web site. It must be completed, signed, and submitted to Student Employment Services. Student Employment Services will forward a copy to OISSS. OISSS cannot complete the I-9 without a copy of this form.

A student whose job is terminated for any reason other than having earned the full FWS award should be informed at least two weeks prior to the ending date. Students can be terminated at ANY time.—The employer should provide students with a written warning.

If termination is being considered due to poor performance, the employer should provide guidance for improving said performance as well as a time frame for improvement prior to termination.

6. Trains students for assigned duties and provides day-to-day supervision.

7. Approves and signs students' time sheets. Records hours in CATS by the designated time entry cut-off dates which are posted on the Web at [http://ssc.jhu.edu/payroll/cut\\_off.html](http://ssc.jhu.edu/payroll/cut_off.html).
8. Conducts performance evaluation for student employees using the Student Performance Evaluation Form on the Student Employment Services Web site.  
  
It is at the discretion of the hiring department to determine how often performance evaluations are conducted. At the very least, a performance evaluation should be conducted annually.
9. Monitors FWS earnings to ensure that the student does not exceed his/her FWS award.

#### D. *The Student*

Students who take the responsibility of employment in addition to their academic course load must be prepared to make a commitment to that job. A working unit depends on all employees, including student staff. A student may work more than one job, not to exceed 20 hours per week during the academic year, and may not exceed. Once the award is exhausted, if the student continues to work the hiring department will be charged 100% of all earnings. The student's total FWS award.

1. Obtains an FWS Referral Authorization Form from the Office of Student Financial Services. A separate FWS Referral Authorization Form must be obtained for each department. Complete and sign the FWS Referral Authorization form, submit it to the hiring department(s) immediately upon being hired. The department must complete their section and submit the FWS Referral Authorization Form to Student Employment Services before student can be paid.
2. Selects a job of interest from the listing of available positions, and arranges for an interview with the employer.
3. Once hired, MUST complete the I-9 form. Student earnings are taxable. Therefore, it is recommended that all students complete tax withholding forms.

Each of these forms must be submitted to Student Employment Services.

NOTE: International undergraduates must have the hiring department complete, sign, and forward the Confirmation of Campus Employment Form to Student Employment Services before they can complete the I-9 form. The form can be found on the Student Employment Services Web site. A copy of the completed form will be forwarded to the Office of International Student and Scholar Services (OISSS). Without a copy of this form, OISSS cannot complete the student's I-9.

4. Arranges a work schedule with the supervisor and reports to work regularly and punctually.
5. Performs duties effectively and efficiently.
6. Notifies employer immediately of changes in FWS award.
7. Keeps accurate records of cumulative earnings. Students should know approximately how much eligibility they have remaining and should be prepared to stop working when they have earned their full allocation, if their employer does not then agree to pay their salary at 100 percent.
8. Notifies supervisor as soon as possible when unable to report for work on time or unable to work.
9. Gives a minimum of two weeks' notice to the supervisor upon leaving a position for reasons other than having earned the full FWS award.
10. Completes, signs, and submits time sheets on a regular and timely basis. If time sheets are not submitted in accordance with the supervisor guidelines, paychecks may be delayed.
11. Responsible for picking up paycheck from Student Employment Services Friday between 8:30 am and 4:30 pm unless arrangements for direct deposit have been made. Students are strongly encouraged to elect direct deposit. Forms to elect direct deposit are found on the Student Employment Services Web site at [www.jhu.edu/stujob](http://www.jhu.edu/stujob).

## **Off Campus Employment—Contractual Agreement**

If a student is interested in working for an eligible off-campus employer, it may be possible to arrange an off-campus agreement contract between Johns Hopkins and certain agencies so that students may use their FWS award outside the university. Such a contract may enable a student to provide community service and/or pursue work experience directly related to their field of study or interests.

Eligible employers must be federal, state, or private nonprofit organizations working in the public interest, and must meet the other criteria outlined in the Basic Requirements for the Federal Work Study program on page 2 of this booklet. The employing organization must be a reliable agency with professional direction and staff, and the work performed by the student must be adequately supervised and consistent with the purpose of the FWS program. An off-campus contract is not required for other Johns Hopkins divisions (e.g., East Baltimore campus employers).

A separate off-campus agreement is required for each academic year and summer period. All eligible off-campus employers are governed by rules, regulations, and requirements under the FWS program. The agreement must be renewed each year and may be terminated at any time by either Johns Hopkins University or the employer upon two weeks' prior notice by either party.

For off-campus employment, all payroll and hiring functions will be the responsibility of the employer. The university will reimburse the employer for the federal portion of the student's gross earnings upon receipt of a signed, executed contract agreement, job description form, appropriate documentation of the student's earnings, and evidence of pay hours worked (as specified in the executed contract agreement) in compliance with federal regulations.

For additional information about off-campus and community service employment, contact Ellen Ostendorf in the Office of Student Financial Services, 146 Garland Hall, 410-516-8028.

*Due to the nature of federal funding, program details are subject to change.*

*The Johns Hopkins University admits students of any race, color, gender, religion, age, national or ethnic origin, disability, marital status or veteran status to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, gender, marital status, pregnancy, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic in any student program or activity administered by the University, including the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs or in employment. Defense Department policies regarding sexual orientation in ROTC programs conflict with this University policy. Because ROTC is a valuable component of the University that provides an opportunity for many students to afford a Hopkins education, to train for a career, and to become positive forces in the military, the University, after careful study, has continued its ROTC program, but encourages a change in federal policy that brings it into conformity with the University's policy.*

*Questions regarding Title VI, Title IX, and Section 504 should be referred to the Office of Institutional Equity, 130 Garland Hall, Telephone: (410) 516-8075, (TTY): (410) 516-6225.*

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