

WORK-STUDY PLACEMENT, POLICIES AND PROCEDURES FOR STUDENTS

PLACEMENT: (for more detailed instructions, go to the Work-Study Award Instructions link in your award letter)

For placement, see the job postings online at the Cuyamaca College [Federal Work Study Program webpage](#).

- Choose the job(s) you wish to interview for and contact the supervisor(s) for an interview appointment.
- **Bring** a copy of your Financial Aid Award letter to the interview(s) to show you have been awarded Federal Work-Study and your resume (if requested by the supervisor). **Remember to BE ON-TIME AND ACT AND DRESS ACCORDINGLY.**
- If the supervisors are interviewing multiple students, they will notify you in a timely manner whether or not you were hired. If you **are hired**, the hiring supervisor will provide you with a hire packet or hire form. If you plan to interview for other positions, let the supervisor know. Do not accept the position until you have decided to take that job. Once you accept the position, cancel all other interview appointments and contact the other supervisors you have interviewed with to let them know that you have been hired elsewhere.

PAY RATE STRUCTURE:

The pay rate for each position is based on the Grossmont-Cuyamaca Community College District's pay rate schedule for Work-Study hourly employees.

HOURS:

Work-Study earnings are controlled and cannot exceed the maximum award amount for each semester. Any time worked beyond your award amount will not be paid with Work-Study funds and will be charged back to the department.

All Work-Study must be done at the job site. This means you **cannot** take work home. Job duties cannot include driving vehicles.

You cannot work on a holiday nor work more than eight (8) hours on any given day or more than thirty (25) hours per week. Work-Study positions are not approved for overtime hours; therefore you will not be paid for overtime work.

LUNCH AND REST PERIODS:

If you work continuously for four (4) to six (6) hours, you are entitled to a fifteen (15) minute paid break about the midpoint during the workday.

If you are scheduled to work continuously for **more** than six and a half (6.5) hours, you are entitled to a half-hour (30 minutes) **non-paid** lunch period,

Example: If you are scheduled to work from 8:00am to 3:00pm (7 hours), you would take a half-hour (30 minutes) **non-paid** lunch break no sooner than 11:00am and **would be paid for six (6.5) hours worked**, not seven (7 hours).

If you are scheduled to work continuously for eight (8) hours, you are entitled to two fifteen (15) minute paid breaks (one about the midpoint of half your workday and the second one about the midpoint of the other half of your workday). You also get a half-hour (30 minutes) **non-paid** lunch period about the midpoint of your entire workday.

Your supervisor will schedule these breaks with you.

TIME SHEETS and PAY PERIODS:

- Your Supervisor will provide you with your time entry information once it is received from Payroll.
- Time entry is completed online through the Workday system.
- Pay periods are monthly from the 11th through the 10th. Time entry is due weekly. It is your responsibility to make you're your time is entered in Workday. Delay in time entry can delay your payment. It is also your responsibility to make sure your hours have been entered correctly (i.e., no more than 8 hours per day or 25 hours per week, no overtime hours or holidays).
- Paychecks are mailed on the last business day of the month. If you have signed up for direct deposit then your funds are deposited on the last business day of the month.
- For a simple, convenient, and safe way to receive your paycheck sign up for Direct Deposit. You can sign up for direct deposit via your Workday account.

IMPORTANT:

- Report to work on time. Notify your Supervisor of any periods of time you will not be working.
- Remember, you are obligated to be at work as scheduled. If you need time off of work for academic purposes such as studying for finals, please feel free to talk to your supervisor about this and give as much advance notice as possible.
- Maintain satisfactory academic progress as outlined in the Satisfactory Academic Progress policy on our website.
- If your enrollment drops below 6 units, your work-study award will be cancelled and you must stop working.

- If you plan to withdraw from the semester completely, please notify your supervisor and the Financial Aid Office. Your work-study award will be cancelled and you must stop working.
- If you receive an adjusted and/or reduced Federal Work Study Award please notify your supervisor and provide them with a new Financial Aid Award Letter (available on WebAdvisor).
- Dress and grooming should be appropriate to the work area.
- The Supervisor monitors employee performance. If you have concerns, questions, or misunderstandings, please try to resolve them with your Supervisor. The Work-Study Coordinator can assist you if attempts at a resolution have failed.

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