

**University of Maryland College Park  
Office of Student Financial Aid**

# **Federal Work-Study (FWS) Student Handbook**

## **2009-2010**

**FWS Contact Information:**

**Mailing Address:  
FWS Program Office  
University of Maryland  
0102 Lee Building  
College Park, MD 20742**

**Campus Location:  
1135 Lee Building**

**Phone: (301) 314-5302  
Email: [fws-admin@umd.edu](mailto:fws-admin@umd.edu)  
Fax: (301) 314-9587  
URL: [www.financialaid.umd.edu/FWS](http://www.financialaid.umd.edu/FWS)**

## TABLE OF CONTENTS

<b>PROGRAM BASICS.....</b>	<b>3</b>
Program Overview .....	3
Types of FWS Employment.....	3
<b>APPLYING &amp; WORKING .....</b>	<b>4</b>
How to Apply for Federal Work-Study.....	4
FWS Award Notification Process .....	4
FWS Award Periods (Fall/Spring & Summer).....	4
FWS Award Earning Limits & Enrollment Restrictions.....	5
FWS Appeal Process.....	5
Finding FWS Employment .....	6
<b>FWS Website</b> .....	6
<b>Job Fairs</b> .....	6
<b>FWS Staff Referrals</b> .....	6
FWS Student Interviews .....	6
FWS Work Authorization form.....	7
Financial Aid Award Page .....	7
FWS Work Authorization Verification Process .....	7
Maryland Pathways Work Grant- Priority Consideration .....	7
Guaranteed Access (GA) Grant and Guaranteed Access (GA) Pathways.....	7
Accepting/Declining a Job .....	8
Starting Employment & Establishing a Work Schedule .....	8
Work Hour Guidelines .....	8
Work Expectations .....	8
Breaks .....	8
Earning your FWS Award.....	9
Earnings Fraud .....	9
One FWS Job Policy .....	9
Performance Appraisals .....	9
Resignation/Termination.....	9
Inclement Weather and Other Emergency Conditions .....	9
<b>PAYROLL POLICIES &amp; PROCEDURES.....</b>	<b>10</b>
Payroll Procedures .....	10
FWS Job Classification & Pay Wage Guidelines.....	10
Pay Wage Increases .....	10
Undergraduate Employment Classifications .....	12
Graduate and Specialized Employment Classifications .....	14
<b>TAXATION/BENEFITS FOR FWS STUDENTS.....</b>	<b>15</b>
Federal, State, and Local Taxes .....	15
Unemployment Compensation .....	15
FICA (Social Security Taxes).....	15
Worker's Compensation .....	15
<b>RIGHTS &amp; RESPONSIBILITIES.....</b>	<b>16</b>
All University of Maryland Student Employee Responsibilities .....	16
Along with university-wide responsibilities, each FWS student has the additional responsibility to: .....	17
Employer Responsibilities .....	17
OSFA Responsibilities .....	18
<b>OTHER (NON-FWS) STUDENT EMPLOYMENT PROGRAMS.....</b>	<b>18</b>

## **PROGRAM BASICS**

### **Program Overview**

Federal Work-Study (FWS) is a federally funded need-based financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. The FWS program provides employers with vital student support assistance while providing students with valuable employment opportunities and income to use toward educational and living expenses incurred throughout the year. To be considered for FWS, undergraduate and graduate students must be enrolled at least half-time (unless they have FWS staff authorization), be classified as degree-seeking, and meet other criteria outlined in this handbook.

Approximately, 1,200 undergraduate and graduate students participate in the program each year. They have a wide range of career goals, majors, and backgrounds. Students are able to develop professionally through on-campus employment opportunities that compliment students' class schedules. Students choose which jobs they want to apply for and employers choose which students they want to hire. As long as they remain eligible for FWS, students may continue their employment with the same department or explore opportunities with other departments. Students may attempt to change employers at any time, but we encourage students to retain their placements for at least one semester.

Students participating in the FWS program may only have one job on campus. Students may work up to 20 hours per week at that job while classes are in session, and up to 40 hours per week during academic breaks. However, student FWS earnings cannot exceed their FWS award. An additional program benefit is that FWS earnings can be excluded when determining a student's financial need on the following year's financial aid application.

### **Types of FWS Employment**

**On Campus:** Students may apply to positions from over one hundred departments.

Opportunities include office and clerical support, research and laboratory support, computers, accounting, tutoring, and others that may be specific to the employer's needs.

Job Category	Description
Accounting	Positions involving accounting/bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing, or other accounting functions.
America Reads/America Counts Jobs	Positions include mentor/tutor in math or literacy to Prince George's County elementary school children.
Computers/IT	Positions related to computer operations, web design, hardware/software maintenance, and/or providing instruction on the usage of software programs.
Federal Government Jobs	Positions with the National Archives or Peace Corps.
General Labor	Positions in facilities operations/maintenance/security.
Office/Clerical	Positions involving general office work such as data entry, copying, sorting, filing, answering phones, faxing, word processing, greeting students/visitors, running errands, and/ or preparing bulk mailings.
Research/Lab	Positions requiring assistance with laboratory activities including preparing, collecting, logging, and labeling specimens as well as cleaning, sterilizing and stocking lab equipment.
Tutoring	Positions involve providing individual/group instruction to children and/or adults in 1 or more topics.

**Community Service Employers:** Several campus employers provide community services opportunities through tutoring, social services and more. As of May 1999, students may not receive FWS funds for work with off-campus community services programs.

**Federal Government:** Students may select a job with either The National Archives or the Peace Corps. Positions include administrative support and direct service opportunities.

**America Reads \* America Counts Program:** Through these programs, University of Maryland students provide math and reading tutoring to local elementary school students or assist with program administration. For more information, contact the America Reads \* America Counts Office at 301-314-READ.

## **APPLYING & WORKING**

### **How to Apply for Federal Work-Study**

Students must complete the Free Application for Federal Student Aid (FAFSA). The FWS office considers students for a FWS award if they demonstrate financial need, select the option on the FAFSA stating that they are interested in FWS, and file the FAFSA by the UM priority deadline. The UM priority deadline for the FAFSA is February 15. The Office of Student Financial Aid (OSFA) awards FWS with other need-based aid through an automated packaging system. FWS funds are limited and best consideration for the FWS award is given to students who submit the FAFSA by the UM priority deadline. Therefore, not all eligible students will receive a FWS award. The FWS office continues to offer FWS awards throughout the academic year to eligible students on a case by case basis until available funds are exhausted. Also, due to the limitation of FWS funds and the fact that it is a need-based program, there is no guarantee that students receiving FWS in the current year will receive FWS in subsequent years.

### **FWS Award Notification Process**

The FWS award will appear as an offered award on the student's financial aid account through Testudo along with other financial aid awards (grants, scholarships, and loans). Students must then accept their award on Testudo. The standard FWS award amount for undergraduate students is \$1,800. Graduate students are never automatically offered FWS and must submit an FWS appeal for consideration. Total aid can't exceed educational costs, and most prefer all loans and no FWS.

**Note:** While FWS appears on students' financial aid letters as an award, students must work to earn the funds. Students have no obligation to work (unless offered a Maryland Pathways Work Grant), but if they do not work they will not receive any FWS funds.

### **FWS Award Periods (Fall/Spring & Summer)**

The FWS award period is the employment period in which students may earn from their FWS award. The FWS award periods are listed on the FWS Work Authorization form. A new FWS Work Authorization form is required for each FWS award period of employment.

**Fall/Spring Award Period:** The current fall-spring award period is from August 23, 2009- May 22, 2010. Fall-spring awards may be earned during fall, winter, and/or spring semesters. Any amount not earned during the fall semester is automatically available to be earned during the winter and spring semesters.

**Winter break:** Students are eligible to work up to 40 hours per week if not enrolled in classes. If enrolled full time, students may only work a maximum of 20 hours per week. If enrolled part time, students must request permission from the FWS office to work more

than 20 hours per week while classes are in session. Students should bear in mind that any amount earned during the winter break will result in less available funds to earn during the spring semester.

Summer Award Period: A separate application and award process is used to determine summer FWS eligibility and awards. Students interested in a summer FWS award should contact the FWS office for more information. Students may not use unearned funds from their fall/spring FWS award for the summer. Any remaining unearned funds at the end of the award period (i.e. the end of the spring and summer semesters) are forfeited.

### **FWS Award Earning Limits & Enrollment Restrictions**

Students must meet the enrollment criteria in order to earn their FWS award. Students may only earn FWS awards up to their award amount corresponding to the award period in which they are offered the FWS award.

**Earning Limit:** FWS is awarded for a limited, specific award period and awards establish the maximum earnings per award period. Earnings per semester do NOT matter as long as total fall-spring earnings do not exceed fall-spring award. Similarly, summer earnings cannot exceed summer award. The FWS program office will send students notification of their award earning status. Students that are running out of their award but would like to continue working should submit an FWS appeal for additional funding. Once the award period has ended or once a student has earned his/her award amount (whichever comes first), that student must stop earning FWS funds. Students may continue to work for the same department earning from non-FWS employer funds (at the discretion of the employer). Students may not begin to earn FWS funds again until awarded a new FWS award.

**Enrollment Restrictions:** In order to maintain FWS eligibility, students must maintain their half-time enrollment status. Additionally, students may not participate in FWS after graduating.

### **FWS Appeal Process**

The Federal Work-Study (FWS) Appeal form should be completed and submitted to the FWS office for consideration of new FWS award or for an increase to an existing FWS award. Any student not offered an FWS award who would like to participate in the program should submit an FWS appeal form. Graduate students are never automatically offered FWS, so any graduate student wishing to participate in FWS must submit an appeal form. Please note that offering an FWS award to a graduate student may involve changes in other financial aid awards. Therefore, the appeal form must be completed and signed by the student as part of the FWS appeal process.

Students seeking an increase in their current FWS award must have earned over 50% of their award amount before submitting an FWS appeal form. For example, a student with an \$1800 award must earn \$900 before submitting the FWS appeal form. The FWS appeal form is available in the Student Financial Services Center (Room 1135 Lee Bldg) or online in the "General Forms" section under the "Printable Forms" link at [www.financialaid.umd.edu](http://www.financialaid.umd.edu). All appeal forms should be submitted via mail or fax to:

Federal Work-Study Program  
University of Maryland  
0102 Lee Building  
College Park, MD 20742  
FAX: 301-314-9587

Students should be aware that submitting an appeal does not guarantee admittance into the program and/or any increase in their FWS award. The FWS office renders all decisions on a case by case basis, taking into consideration student eligibility, as determined by the federal formula which establishes the student's amount of financial need, as well as the availability of program funds. If funds are low, the FWS office will award returning employees first. The FWS office is usually able to notify students of their appeal decisions within two weeks.

### **Finding FWS Employment**

FWS participants must be employed with a FWS approved employer to earn from their FWS award. Below lists the available resources to the FWS job search.

#### **FWS Website**

The FWS website is the primary resource where FWS approved employers can place job announcements. Students should review all approved and open jobs on the FWS website at [www.financialaid.umd.edu/FWS](http://www.financialaid.umd.edu/FWS). Please note: Not all campus departments are eligible to hire FWS students.

#### **Job Fairs**

The Career Center hosts two job fairs related to work-study: the September Part-Time Job Fair and the December Holiday Employment and Spring Job Fair. Attendance at these fairs is optional but highly recommended. These fairs give students the opportunity to meet and interview with an array of prospective FWS employers at one convenient location. Business attire is not necessary, but it is helpful to bring resumes.

#### **FWS Staff Referrals**

If students search the FWS job listings and contact various departments and are still in need of a job, they may call the Financial Service Center (FSC) at 301-314-9000 to schedule an appointment with FWS Staff for personal assistance in selecting a FWS job or email [FWS-admin@umd.edu](mailto:FWS-admin@umd.edu).

### **FWS Student Interviews**

The FWS office recommends that students search for jobs that most interest them and choose no more than five jobs listings during each search. **Students may only hold one FWS job position at a time.** Students should contact employers as directed on the web listings and ask about the basic terms and conditions of the job, and arrange a formal interview time and date. Students should note the date, time, location, name of the person with whom they will be meeting, any required documents (i.e. resume, class schedule), and a contact name and phone number in case the student is unable to attend the scheduled interview.

FWS student interviews should always be taken seriously and be handled professionally. During the interviews, students and employers should discuss job duties pertaining to each position, days and hours needed to work, as well as the educational and professional development opportunities available. It is important to recognize that the interview is an occasion to impress the employer on student skills and ability! For additional tips on how to build a resume, interview, etc, please visit the Career Center's Student Employment Center at <http://careercenter.umd.edu>.

It is important that students bring the following documents to their interviews:

- FWS Work Authorization form
- Copy of Financial Aid Awards page (used to verify the official FWS award, acceptance, & amount)
- Proof of citizenship documents (must bring the actual document, not a photocopy):

- Driver's license, Social Security Card, U.S. Passport, U.S. Permanent Residency Card (UM ID does not qualify)
- Contact the employer for other acceptable documents.
- Copy of class schedule
- Available work schedule
- Decide how many tax deductions will be chosen on the IRS W-4 form
- Résumé and list of references (optional, but recommended)

### **FWS Work Authorization form**

The completed FWS Work Authorization form legitimizes the student's FWS earnings. Both the student and supervisor should complete the form and keep a copy for their records. The student/employer must return the original form to the FWS office before the student begins employment. The FWS Work Authorization form is printable on Testudo from the student's financial aid account under the "My Documents" page. Also, the work authorization form is located at the Office of Student Financial Aid (OSFA) web site at [www.financialaid.umd.edu](http://www.financialaid.umd.edu) under the "Printable Forms" link and the form is available for pick up in Room 1135 Lee Building. Both the student and supervisor must complete the form and return the original to the FWS office, keeping a copy for their records.

**Note:** Students and employers must notify the FWS office of any change in employment status, including change in department, position, or hourly wage. Failure to do so may cause payroll problems or result in cancellation of the student's FWS award.

### **Financial Aid Award Page**

The financial aid award page is used to verify the student's FWS award and must be presented to the employer before the student can be hired. The student should print the financial aid award page from the "My Awards" section under the "Financial Aid Inquiry" link at the Testudo website: <http://www.testudo.umd.edu/Financials.html>.

### **FWS Work Authorization Verification Process**

FWS awards are verified each pay period via the FWS WOW report. Students that have earnings but do not have a work authorization form on file risk FWS award cancellation. Students are notified regarding their missing work authorization form and given a one (1) week grace period to avoid cancellation of the FWS award.

### **Maryland Pathways Work Grant- Priority Consideration**

OSFA has implemented a program to assist high need students attend college. As part of the program, students are required to work on campus. The FWS office asks that departments give Pathways students first priority. In order for students to maintain their Maryland Pathways grant they must participate in the FWS program throughout the entire academic year. Students who do not meet the work requirement of the Maryland Pathways grant may have their grant canceled for the academic year and this may affect their consideration for future awards.

**Note:** These students may not be eligible for FWS award increases and are limited to working 5-10 hours a week.

### **Guaranteed Access (GA) Pathways**

Students receiving the GA Pathways award are automatically awarded a \$2400 FWS award. These students are not required to work in the FWS program however the FWS award may not be removed from their financial aid package even if they choose not to participate in FWS.

### **Accepting/Declining a Job**

FWS students should officially decline or accept all job offers with the FWS Employer. Once a student accepts a job, the student should provide the following to the employer:

- FWS Work Authorization form
- Copy of Financial Aid Awards page (used to verify the official FWS award, acceptance, & amount)
- I-9 with citizenship/eligibility verification
- W-4

These documents will allow the FWS Employer to verify the student is a participant of the FWS program, has a legitimate FWS award, identify the FWS award amount along with setting up the student on the University Payroll & Human Resources (PHR) system.

### **Starting Employment & Establishing a Work Schedule**

Students **must** give their employer an official copy of their course schedule (from Testudo), financial aid awards page and FWS Work Authorization form. Students and their employer should create a mutually agreeable work schedule that accommodates academic requirements.

**Students may NEVER work during scheduled class times!**

When creating work schedules, students and employers are advised to consider:

- Student's course schedule
- Academic requirements and exam schedules
- Attendance during scheduled holidays and breaks
- Student's FWS award amount and hourly wage

Students may continue working until the end of their authorized period of employment, until graduation, or until their FWS award runs out, whichever comes first. **Students may not, under any circumstance, continue to work at an FWS job after their authorized period of employment has ended, after graduation, or after depletion of their FWS award.** It is the responsibility of the student and the employer to monitor earnings to be certain this does not happen.

### **Work Hour Guidelines**

While school is in session, students may only work a maximum of 20 hours per week. During academic and summer vacations, students may work up to 40 hours per week if not enrolled in classes. There are no exceptions to this rule. Students may never work more than 40 hours per week and no overtime may be paid to FWS student employees.

### **Work Expectations**

Students should be aware of their work expectations and adhere to their employer's office conduct guidelines, rules for attendance, and tasks & responsibilities. Employers need reliable workers. It is the expectation that students will be professional and follow their pre-established schedules and will contact employers in advance if they will be late or if they will be unable to work their entire shift. Additionally, it is the expectation that students will be on task and perform work-related duties while at work.

### **Breaks**

While there is no law, regulation, or campus policy that requires employers to give students a break, the Department of Education requires that the FWS Program have a policy in place. Therefore, it is the policy of the FWS Program that a paid fifteen-minute break is allowed for every continuous 4 hours worked. Breaks are not provided for periods of less than 4 hours.

Breaks cannot be used to arrive late or leave early. A 30-minute unpaid meal break must be taken for shifts of 8 hours or more, although employers can require a 30 minute break after 5 hours of consecutive work.

### **Earning your FWS Award**

FWS earnings are not credited to a student's financial account, but are paid directly to the student. All FWS participants earn money from their FWS award through State of Maryland paychecks issued bi-weekly according to the UM payroll schedule. All paychecks are based on an hourly wage and include only hours worked. Earnings are FICA exempt (for students who are at least half time), but are also subject to all applicable federal, state, and local taxes. Since earnings are taxable, students will receive W2's at the end of the year. For additional tax filing information, go to [www.irs.gov](http://www.irs.gov) or consult a tax advisor.

Paychecks may be directly deposited into a bank account, and in some instances mailed, per student request. Contact your employer's payroll officer for more information.

### **Earnings Fraud**

Students may only be paid for hours worked. If any student intentionally submits fraudulent time cards or time sheets to their employer, the FWS office will notify the UM Judicial Affairs office.

### **One FWS Job Policy**

To encourage academic success, students participating in the FWS program may only hold one FWS position and may only work up to 20 hours per week. Students are not permitted to work during scheduled class time. Also, we encourage students to budget the scheduled work hours with the amount of the FWS award and academic commitments. **FWS students found to be working more than one FWS position will be notified and may be dismissed from the FWS program.**

### **Performance Appraisals**

FWS employers evaluate their FWS student employees' performance every semester, including after the summer semester. The FWS office requires evaluations for the benefit of the students professional development. Students and their employers should discuss the student's performance and provide the students with performance-related feedback. This employer/employee evaluation interaction is vital to the future work habits and supervisory techniques of both parties. The FWS office recommends that FWS employers to submit a copy of the FWS Student Performance Appraisal to the FWS office and keep the original on file.

### **Resignation/Termination**

While a student may discontinue employment at any time without penalty, a minimum of two weeks notice is requested when resigning from any UM FWS position. FWS jobs should be treated like any other non-FWS job. Students should submit a notice of resignation in writing directly to their supervisor, and include a specified final date of employment. If a student switches employers during the FWS award period, that student must immediately notify the FWS office by submitting a new FWS Work Authorization form. That student must also speak with the employer's payroll person to be sure that FWS earnings with the two employers do not overlap.

### **Inclement Weather and Other Emergency Conditions**

In an emergency, the campus or a portion of the campus may be closed from normal business operations, either prior to or during a work shift. If this should occur, appropriate announcements will be made through the various news media.

Canceling classes or closing state buildings does not necessarily mean that the campus will be closed for normal operations. You are expected to report to work and to remain as scheduled, unless you are advised to the contrary. Students should consult their supervisor regarding any specific inclement weather and emergency conditions procedures for their departments. In the event of inclement weather or other emergency conditions, students may contact the University of Maryland's Information Line at (301) 405-1000 for recorded updates on University closing.

Students should be aware that they will **NOT** be paid for hours not worked because the University is closed, even if they were scheduled to work that day.

## **PAYROLL POLICIES & PROCEDURES**

Students should contact their employer's payroll administrator to find out which forms and identifications are required **BEFORE** beginning employment.

### **Payroll Procedures**

Students must record work hours online through University Payroll & Human Resources (PHR) website: <http://ares.umd.edu/phr/>. Students should expect to receive their first paycheck approximately 4 weeks after their initial start date. The paycheck will be issued by the employer and direct deposit is highly recommended. Students can spend their earnings however they want on personal and/or school expenses.

For payroll related questions, students should speak with their FWS supervisor or their department's payroll person.

### **FWS Job Classification & Pay Wage Guidelines**

In accordance with FWS program regulations, all employers must establish a job description, job classification level, and pay rate for each FWS position offered. While employers may determine the specific job title and duties for each position offered, all FWS positions must be classified in accordance with the FWS Job Classification and Pay Wage Guidelines.

These guidelines are intended to ensure pay equity among all, and should be used to establish hourly wages comparable to all other FWS and non-FWS students employed by the hiring department.

While the OSFA requires compliance with these guidelines, federal regulations require only that students be paid at least the state minimum wage of \$6.55 per hour. Pay rates may, in certain instances, exceed these guidelines if requested by the employer and approved by the FWS Coordinator.

### **Pay Wage Increases**

Employers are encouraged to review student employees for pay rate increases at the conclusion of each year of employment. Employers may, however, offer pay rate increases to their student employees at any time during the academic year, as is deemed appropriate in accordance with the FWS Program Classification and Pay Wage Guidelines. While increases may be offered at the discretion of the employing department, standard increases may be offered based on the following criteria:

- Promotion to higher level position with related increase in job duties and/or complexity of work
- Longevity/length of employment
- Additional skills, education, and/or experience gained in the prior term of employment

- Positive performance evaluation for the prior term of employment

Many students feel they are eligible for an increase in pay once they receive an increase in their FWS awards. However, FWS jobs function in the same way as other non-FWS jobs. Pay rate increases should be given on a merit basis, not due to an increase in funds. When a student receives an award increase this does not mean he/she should receive a wage increase to help him/her earn the entire award. FWS awards are increased in order to allow students to work for a longer period of time in their employment department rather than having them leave their positions due to lack of funds.

**Undergraduate Employment Classifications**

**Note:** If a FWS employer chooses to pay an undergraduate student employee \$11.00 or more per hour, the department must submit a **Student Wage Exception Form** to Campus Payroll.

<b>Classification &amp; Pay Level I: \$7.25 (minimum wage) - \$7.85 per hour (Continuing employees may be paid up to \$8.85 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate	-General routine work/simple tasks  -Works within well-defined procedures including written and verbal direction	Little previous related education or work experience required	Few or no special skills required	-Continually supervised  -Uses little independent judgment or initiative

<b>Classification &amp; Pay Level II: \$7.85 - \$8.85 per hour (Continuing employees may be paid up to \$9.85 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate	-General routine work involving simple to moderate levels of difficulty  -Works within well-defined procedures including written and verbal direction	Some previous related education or work experience required	Few special skills required	-Continually supervised  -Uses some independent judgment

**Undergraduate Employment Classifications (continued)**

**Note:** If a FWS employer chooses to pay an undergraduate student employee \$11.00 or more per hour, the department must submit a **Student Wage Exception Form** to Campus Payroll.

<b>Classification &amp; Pay Level III: \$8.85 - \$ 9.85 per hour (Continuing employees may be paid up to \$11.35 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate	-Performs moderately difficult tasks  -Works within general guidelines including written or verbal direction	Moderate level of related education/work experience required (minimum six months to one year)	-Related skills -Knowledge and skills to perform independently with limited training	-Limited supervision  -Uses some independent judgment and initiative

<b>Classification &amp; Pay Level IV: \$9.85 - \$10.85 per hour (Continuing employees may be paid up to \$12.85 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate or Graduate	-Performs tasks involving a high level of difficulty and complexity	High level of previous related education/work experience required (minimum one year)	-High level of related skills  -Possesses knowledge & abilities to perform duties with little/no training  -Prioritizes & performs multiple tasks with attention to detail	-Performs independently with minimal supervision  -Exercises independent judgment and initiative

### Graduate and Specialized Employment Classifications

**Note:** If you choose to pay an undergraduate student employee \$11.00 or more per hour, you must submit a **Student Wage Exception Form** to Campus Payroll.

<b>Classification &amp; Pay Level V: \$10.85 - \$12.85 per hour</b> (Continuing employees may be paid up in excess of \$12.85 per hour in accordance with wage increases based on employee merit and longevity.)				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Graduate (may be an undergraduate in rare, specialized positions)	<ul style="list-style-type: none"> <li>-Performs highly skilled duties with considerable internal/external contacts</li> <li>-May involve access to confidential information</li> <li>-Responsible for developing, coordinating, and implementing assigned projects</li> </ul>	Substantial previous work or educational experience required (minimum of one to two years)	<ul style="list-style-type: none"> <li>-Skilled and knowledgeable in all required duties</li> <li>-Performs duties independently with minimal job training</li> <li>-Prioritizes &amp; performs multiple tasks w/ great attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>-Performs independently with minimal supervision</li> <li>-Uses independent judgment and initiative</li> <li>-May also be responsible for supervising other student employees</li> </ul>

<b>Classification &amp; Pay Level VI: \$12.85 and up per hour</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Graduate (may be an undergraduate in rare, specialized positions)	<ul style="list-style-type: none"> <li>-Performs highly skilled duties w/ considerable internal/external contacts</li> <li>-May involve access to confidential information</li> <li>-Responsible for developing, coordinating, and implementing assigned projects</li> </ul>	Substantial previous related work or educational experience required (minimum two years)	<ul style="list-style-type: none"> <li>-Highly skilled, knowledgeable in all required duties</li> <li>-Performs duties independently with minimal job training</li> <li>-Prioritizes &amp; performs multiple tasks w/ great attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>-Performs with minimal to no supervision</li> <li>-Uses independent judgment and initiative</li> <li>-May also be responsible for supervising other students</li> </ul>

## **TAXATION/BENEFITS FOR FWS STUDENTS**

### **Federal, State, and Local Taxes**

All wages paid to FWS and non-FWS student employees are subject to withholding of federal, state, and local income taxes unless the student qualifies for exemption.

### **Unemployment Compensation**

FWS student employees are not entitled to Unemployment Compensation through the University of Maryland.

### **FICA (Social Security Taxes)**

Recently the IRS revised the regulations that governed the exemption from Social Security and Medicare taxes (FICA) for students enrolled in colleges and universities. With the beginning of the Spring 1998 Semester, student employees will be exempt from FICA taxes if they are enrolled at least half-time regardless of the number of hours they may work.

1. A student employee is exempt from FICA taxation if s/he is enrolled at least half-time. Any undergraduate who enrolls for at least six credit hours for the spring and fall semesters will be considered enrolled as a half-time student for FICA purposes. During the summer sessions, undergraduates must be enrolled for at least three credit hours for each session to be considered half-time.
2. In the spring and fall semesters, graduate students will be considered half-time if they are enrolled for at least 24 graduate units. During the summer sessions, graduate students must be enrolled for at least 12 graduate units for each session.
3. A student employee will be considered enrolled half-time even if the person is enrolled for less than half-time, providing the student meets the following requirements:
  - Student is taking classes in the last semester of a degree or certificate program that requires at least two semesters
  - Student will complete the requirements for the degree or certificate in that semester.
4. Verification of enrollment status must be done twice during the semester. The first time must be at the end of the add/drop period and the second time may be done at the University's discretion, but prior to the end of the semester.
5. Student employees may work any number of hours (within FWS regulations) without becoming eligible for FICA taxation.
6. Student employees will continue to be exempt from FICA taxation for services performed during the winter break providing the student was exempt on the last day of the fall semester and is eligible to enroll for the spring semester.
7. Student employees are exempt from FICA taxation for work performed during any period that partially falls within the academic year.
8. Student employees must be working in a student position and not a career position as defined by the IRS. A career position is more narrowly defined as one that is eligible to participate in the University's retirement plans.
9. These revisions do not apply to postdoctoral students, postdoctoral fellows, medical residents or medical interns.

### **Worker's Compensation**

Any student employed at the University of Maryland is eligible for Worker's Compensation in the event that s/he experiences a work-related injury. Whenever an employee is injured on the job, the employee should report the injury to his/her supervisor as soon as possible. The supervisor should contact the Injured Workers Insurance Fund to file a "First Report of Injury"; s/he should also file a copy with the Occupational Health Unit on campus. While student employees are not

eligible for all benefits offered to full-time State employees, they are eligible for the following Worker's Compensation insurance benefits:

1. Medical Coverage - Any medical bills for treatment, therapy, or prescriptions resulting from a work related injury are covered. Any bills should be forwarded to the Occupational Health Unit on campus.
2. Lost Wages - Student employees are eligible to receive compensation for wages lost as a result of the injury. The first three days of absence due to injury are unpaid, but after the third day of absence, the employee will receive "Temporary Total Benefits", which is compensation based on his/her average number of hours worked. If the employee misses more than two weeks of work, the first three days will also be paid. Temporary Total Benefits are paid at 2/3 of the employee's regular salary, but they are not taxed, so compensation is very similar to actual wages. To receive compensation, a claim must be filed with Workers Compensation; students can obtain claim forms from the Occupational Health Unit if they are not available from the employee's supervisor or department payroll coordinator.
3. Time Limits - A claim for Worker's Compensation benefits can be filed up to two years after the injury. It is important that a First Report of Injury is filed at the time of the incident. Failure to report an injury promptly may lead to questions about the validity of the claim, and could result in a denial of a claim for benefits later.

## **RIGHTS & RESPONSIBILITIES**

Each FWS Student has the right to:

1. Information regarding their award amount, rate of pay, average number of work hours per week, and general FWS policies.
2. A specific job description including supervisor's expectations and standards.
3. A clearly defined work schedule which accommodates their course schedule and academic requirements.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from UM staff.
7. Instructions for recording hours worked, as well as information regarding the University's payroll procedures and payroll calendar.
8. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
9. A grievance procedure for stating concerns related to the award, the job, or the supervisor.

### **All University of Maryland Student Employee Responsibilities**

Any student hired for employment with the university can be reasonably expected to:

1. Arrange a mutually agreeable work schedule with the supervisor prior to the period of employment. Students must adhere to this schedule and notify the supervisor of any subsequent changes as soon as possible.
2. Understand the specific job responsibilities, including the supervisor's expectations and standards.
3. Complete duties as assigned and not conduct personal business at work unless authorized to do so by supervisor.
4. Keep an accurate record of hours worked and submit electronic timesheet in accordance with employer and UM payroll procedures and calendar.

5. Adhere to any confidentiality/security agreements set forth by employer
6. Notify supervisor if employed in more than one position on campus
7. Dress appropriately for the work place

**Along with university-wide responsibilities, each FWS student has the additional responsibility to:**

1. Complete and submit Free Application for Federal Student Aid (FAFSA) for consideration of financial aid and FWS award.
2. Become familiar with information provided regarding the terms of the FWS award and FWS program policies and procedures.
3. Notify supervisor if FWS award amount changes and provide new FWS “My Awards” page to update employer records.
4. Adhere to stated procedures and inform the supervisor and/or FWS Program Staff of any grievances, concerns, or problems regarding FWS employment.
5. Record hours worked and receive payment in accordance with employer and UM payroll procedures and calendar.
6. Maintain the required enrollment of at least 6 credits and notify supervisor if enrollment status changes
7. Maintain satisfactory academic progress and notify supervisor if on financial aid suspension.

**Employer Responsibilities**

1. Ensure that the hiring of FWS students will not result in the displacement of permanent, full-time staff or the impairment of existing contracts for services.
2. Understand student’s academic schedule and needs have priority over part-time employees task and responsibilities.
3. Ensure that FWS employees are supervised at all times by full-time university staff and that all work performed by FWS students is consistent with the purposes and intent of the FWS regulations and legislation.
3. Pay students only for hours actually worked, and not pay students for lunch, sick days, or other hours not actually worked.
4. Only allow FWS employees to earn FWS funds during the FWS award periods listed on each student’s Work Authorization form.
5. Make certain FWS student employees do not work more than 20 hours per week while school is in session or more than 40 hours per week during academic vacations.
6. Establish an appropriate hourly wage in accordance with the FWS Job Classification and Pay Rate Guidelines.
7. Ensure that FWS funds **will not** be used to pay overtime compensation to any FWS employee. \*
8. Monitor each student’s accumulated FWS earnings and terminate the student’s employment or convert the student to labor and assistance payroll after the student’s FWS fund is exhausted. \*
9. Monitor the accumulated earnings of all its FWS employees and terminate all FWS employment or convert all FWS students to the employer’s labor and assistance funds when the employer has exhausted its FWS allocation. \*
10. Maintain the following records for **3 years** from the end of the academic period in which the transactions occurred:
  - Current job descriptions for each FWS position
  - FWS Work Authorization forms for all FWS employees
  - FWS financial aid “My Awards” page
  - Course registration schedules for all FWS employees for all employed semesters

- Copies of Performance Appraisals for all FWS employees for all employed semesters.
- 11. Comply with all University of Maryland Payroll Department procedures including but not limited to the submission of all payroll forms by the deadlines listed in the UM Payroll Calendar.
- 12. Submit a complete and accurate written job description for all FWS positions.
- 13. Comply with all FWS regulations, and all federal, state, and local labor laws and regulations.
- 14. Reimburse OSFA for any costs or expenses incurred by OSFA resulting from the employer's failure to comply with any applicable federal, state, or local laws with respect to students employed under this agreement.
- 15. Assume complete responsibility for the conduct of its FWS employees, in addition to public liability, worker's compensation liability insurance coverage, and unemployment compensation.
- 16. Advise students on procedures to follow for reporting emergencies, accidents, problems, or potential hazards in the work environment.
- 17. Comply with the Title IV Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1983 and not discriminate on the grounds of sex, race, color, national origin, or disability.
- 18. Provide proper working conditions and permit OSFA to inspect the premises if it elects to do so.

\*The employer accepts that all overages will be automatically charged to the employer's FRS account.

#### **OSFA Responsibilities**

1. Advise and assist employers and students regarding the policies and procedures of the FWS program.
2. Determine which students meet the eligibility requirements for employment in the FWS program and authorize such students to work for the employer.
3. Notify the employer of their departmental allocation and the dates students are eligible for employment during each FWS award period.
4. Notify students of their FWS awards and any changes made to these amounts thereafter.
5. Notify the employer of each student's FWS award amount and any adjustments made to this amount thereafter.
6. Terminate any student's employment in the FWS program if s/he ceases to be eligible for participation in the FWS program.

#### **Other (non-FWS) Student Employment Programs**

The University of Maryland offers many student employment positions that are not sponsored by the FWS program. To view listings of available positions, or for more information on career development services, please contact the Student Employment Center at 301-314-7225 or visit their office located at 3120 Hornbake Building, South Wing during the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. Information and job listings may also be obtained by accessing the Career Center web site at [www.CareerCenter.umd.edu](http://www.CareerCenter.umd.edu).

Revised: 2/13/09