COLLEGE WORK-STUDY PROGRAM

The following rights and responsibilities have been established by the College of Marin as a guide to both students and supervisors.

SUPERVISOR RIGHTS AND RESPONSIBILITIES:

RIGHTS

1. To interview applicants and select the most qualified candidate
2. To expect students to work agreed upon hours
3. To terminate a student, with proper notice, for:
   a. poor attendance
   b. insubordination
   c. inability to perform agreed upon tasks
   d. improper conduct on the job

RESPONSIBILITIES:

1. To provide adequate professional supervision
2. To establish clear job responsibilities
3. To comply with institutional policies and procedures concerning employment
4. To establish work hours that give priority to the student's class schedule
5. To determine the hours per week and the length of employment based on the student's award amount
6. To review timesheets for accuracy and completeness
7. To submit timesheets to the Financial Aid Office by the established deadlines
8. To authorize payment only for the hours actually worked

STUDENTS RIGHTS AND RESPONSIBILITIES:

RIGHTS:

1. To receive proper supervision and training
2. To receive payment for all hours worked
3. To request a review for an extension or increase in the Work-Study award if funding and eligibility allow
4. To receive the respect and consideration any College of Marin district employee

RESPONSIBILITIES:

1. To establish a schedule of hours to be worked and comply with that schedule
2. To record all hours worked accurately and to submit timesheets by the dates they are due
3. To be punctual
4. To notify the supervisor as far in advance as possible of any absence due to illness or other unavoidable causes
5. To perform all assigned tasks to the best of ability
6. To act in a professional manner
COLLEGE OF MARIN FINANCIAL AID OFFICE

INFORMATION REGARDING YOUR COLLEGE WORK-STUDY AWARD

The Federal college Work-Study program provides jobs on campus for eligible students during the school year. If you are interested in obtaining a College Work-Study job on campus this year, please follow these procedures.

1. Obtain a CLEARANCE FORM from the Financial Aid Office. This form provides authorization that you are eligible for the program and notifies your prospective employer of the amount you are eligible to earn. You will be paid monthly according to the number of hours you work and your hourly wage rate.

2. JOB DESCRIPTIONS of available positions are posted at the Financial Aid Office. When you have decided what job you would like, contact the supervisor listed for an interview. This interview will include the hours to be worked, the skills required, and the duties involved.

3. When you are offered a job and decide to accept it, the supervisor must complete the bottom section of the CLEARANCE FORM. Return this form to the Financial Aid Office and BRING A COPY OF YOUR SOCIAL SECURITY CARD WITH YOU.

4. The Financial Aid Office will provide you with the following forms:

   PERSONNEL ACTION FORM
   FEDERAL TAX WITHHOLDING STATEMENT
   STATE TAX WITHHOLDING STATEMENT
   LOYALTY OATH (STATE OF CALIFORNIA)
   1-9 IMMIGRATION / CITIZENSHIP STATEMENT

   You will not be paid unless all paperwork is completed and returned on time.

5. You may work up to 25 hours per week. You should set up your work schedule with your supervisor based on the amount of maximum earnings on your CLEARANCE FORM and the time you have available in your class schedule. Divide the amount of your award by your hourly wage rate to determine the number of hours available and the number of hours per week you should work.

6. Once you begin working, you must complete a TIMECARD each month. Federal regulations stipulate that College Work-Study students are paid only for hours actually worked and do not receive pay for holidays, lunch hours, breaks, sick leave, etc. You also may not work during hours you are scheduled to be in class. The hours worked are reported on your TIMECARD which MUST BE SIGNED BY YOUR SUPERVISOR and submitted to the Financial Aid Office by the date listed on the TIMECARD & PAYROLL SCHEDULE or your check will be delayed.