



**DAYTONA  
STATE COLLEGE**

# Student Employee Handbook

**Financial Aid Services – Student Employment**  
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## WELCOME

Welcome to the Student Employment program at Daytona State College (DSC)! Student Employees play a vital role to the operations of DSC.

Financial Aid Services wants to see each student employee not only succeed, but also gain invaluable skills to take into the work force. Each position available to student employees is as unique as each department hiring student employees. We encourage you to read the job descriptions located on our Student Employment website and apply for the position(s) you believe are a good fit for your skills and qualifications.

Should you have any questions during this process, please contact Financial Aid Services either by phone at (386) 506-3015 or by email at [FinancialAid@DaytonaState.edu](mailto:FinancialAid@DaytonaState.edu).

## TYPES OF STUDENT EMPLOYMENT

DSC offers four different types of student employment: Federal Work-study, Florida Work Experience Program, Institutional Work-study, and Community Service Work-study. Each of these programs is considered a self-help financial assistance program because you must work, to receive a payment. *Students can only hold one (1) student employment position at a time.*

### Federal Work-Study (FWS)

- FWS is the primary student employment program at Daytona State College. Students are awarded a certain amount of funds for the Fall and/or Spring semesters.
- Students are required to complete the Free Application for Federal Student Aid (FAFSA) each year as it is considered a Title IV, self-help, need based program.
- Students who show financial need are typically eligible for FWS.
- The FWS is part of DSC's financial aid packaging process and will be listed on the financial aid notification.
- Due to our low tuition costs, all FWS employments are required to enroll in a minimum of 6 credits each semester, including Summer
- Since FWS is a federal Title IV financial aid program, a student must meet all of the Title IV eligibility, including but not limited to being a U.S. Citizen or eligible non-citizen, meet financial aid satisfactory academic progress (SAP), not be in default or overpayment on any federal loan or grant program
- Eligible students are required to Accept or Decline the FWS funds offered

### Florida Work Experience Program (FWEP)

- FWEP is a state program offered through the Florida Office of Student Financial Aid Services. Each school is given a small pool of funds to assist students to work on campus.
- To qualify, students must be Florida residents, be enrolled at least at half-time, and maintain a cumulative 2.0 on a 4.0 scale.
- The financial aid notification will include FWEP, if funds are available
- In some cases, FWEP may be used in place of a FWS offer
- Eligible students are required to Accept or Decline the FWEP funds offered

### Institutional Work-Study (IWS)

- The second largest student employment program at DSC, IWS, allows those students who are not eligible for FWS to work on campus.
- Although this is still considered a self-help program, students with no financial need, in non-degree programs, and international students are eligible for IWS
- Not all departments will hire students with IWS, but it will be listed on the job descriptions.

## Community Service Work-Study (CSWS)

- CSWS is a part of the FWS program; however, instead of being in an on-campus position, students will work for a local non-profit agency with an approved contract between the non-profit and DSC
- In most cases these will be local elementary schools or after-school programs. DSC students will be reading and math tutors, or assist in watching children
- DSC CSWS student employees will undergo background checks as a volunteer
- Students will need to be eligible for FWS and meet all the other eligibility requirements

## ELIGIBILITY REQUIREMENTS

All DSC Student Employees must:

- Be admitted as a regular DSC student enrolled in a certificate, associate, or bachelor's degree program
  - Dual-enrolled and transient students are not eligible for student employment
- Complete the appropriate year Free Application for Federal Student Aid (FAFSA) as soon as possible
- Be enrolled in a minimum of **6** credits, or the equivalent clock hours each semester, as required by your program.
- Have a minimum 2.0 cumulative GPA
- Maintain satisfactory progress towards graduation as defined in the [Financial Aid Services Satisfactory Academic Progress](#) policy.
- Be in both good academic and judicial standing with Daytona State College.
- Students working in local schools will also need to be cleared as a volunteer, which includes performing a background check
- While students with a criminal history are not excluded from participating in student employment programs, Financial Aid Services and/or the hiring department may decide a certain position is not right for the student and suggest another one

## PROCESS

- Students will review the job descriptions located on the Student Employment website and reach out to the contact listed on the job description
- The contact person for the area will then return your call or email, typically within 48 hours
- Students may need to submit a cover letter, resume, and/or meet with the contact person, which is usually the supervisor responsible for the student employees
- If the department decides to move forward with hiring, the student and supervisor will complete and submit a New Student Employment Packet. The following forms need to be received with the **original** signatures:
  - Work Authorization Form
  - Loyalty Oath for Florida Public Employees
  - Florida Retirement System (FRS) Certification Form
  - I-9
  - W-4
- Once all the paperwork has been received by the supervisor, the supervisor will send it to Financial Aid Services for processing. New Student Employment packets are reviewed within 48 hours
- Students must wait for a clearance email from Financial Aid Services prior to working. **Please Note:** Any student working without Student Employment clearance will not be paid.

## STUDENT RESPONSIBILITIES

### Determining Eligibility

Students will be able to view whether they have been offered federal work-study (FWS) or funds from the FL Work Experience Program (FWEP) by looking at their financial aid notification. This can be viewed online by logging into your Falcon Self-Service portal, clicking on Financials then View Financial Aid. Be sure you are in the correct year.

After reviewing your award status, and if you have not done so already, please go to Accept/Decline awards and accept your federal work-study award. You can then print out a copy of your financial aid award and provide it to the hiring supervisor.

For step by step instructions on both [Viewing](#) and [Accepting](#) your financial aid awards, please review the How-To-Guides under [Financials](#).

If you were not awarded FWS, have an expected family contribution (EFC) as determined by FAFSA under 8,000, and meet all other eligibility requirements, please contact Financial Aid Services either by email at [FinancialAid@DaytonaState.edu](mailto:FinancialAid@DaytonaState.edu) or by phone at (386) 506-3015.

### Changing Eligibility

Students selected for the financial aid verification process, students who do not meet the requirements in a subsequent term, or students who receive additional aid may experience a change to their federal work-study allotment and/or may be changed to one of the other student employment programs. Students will be notified via their Falcon Mail.

Similarly, students may be close to earning their maximum FWS or FWEP offered amount. In these cases, both the student and the supervisor will be notified by the Director of Financial Aid, or a designated employee, regarding nearing or exceeding the limit. When possible Financial Aid will try to increase the award to **no more than \$6,000** per academic year.

Students who have earned their entire FWS or FWEP allocation, and if no other programs are available, the student must stop work immediately.

### Students Not Meeting Eligibility

Students who do not meet the eligibility requirements, such as the minimum 2.0 GPA, meeting Satisfactory Academic Progress (SAP), are no longer in good standing with academics or judicial, or do not meeting the 6-credit hour enrollment, will no longer be eligible for student employment. Students and supervisors will be notified immediately via their Falcon Mail and will be paid for work performed up to and including the day the notice.

## Work Schedule

During the Fall and Spring semesters, student employees in **any student employment program**, can work a **maximum of 20 hours per week**. Student employees will submit a signed copy of their work schedule and their class schedule every semester.

Summer semester is different and allows students to work more, as the course load is usually reduced.

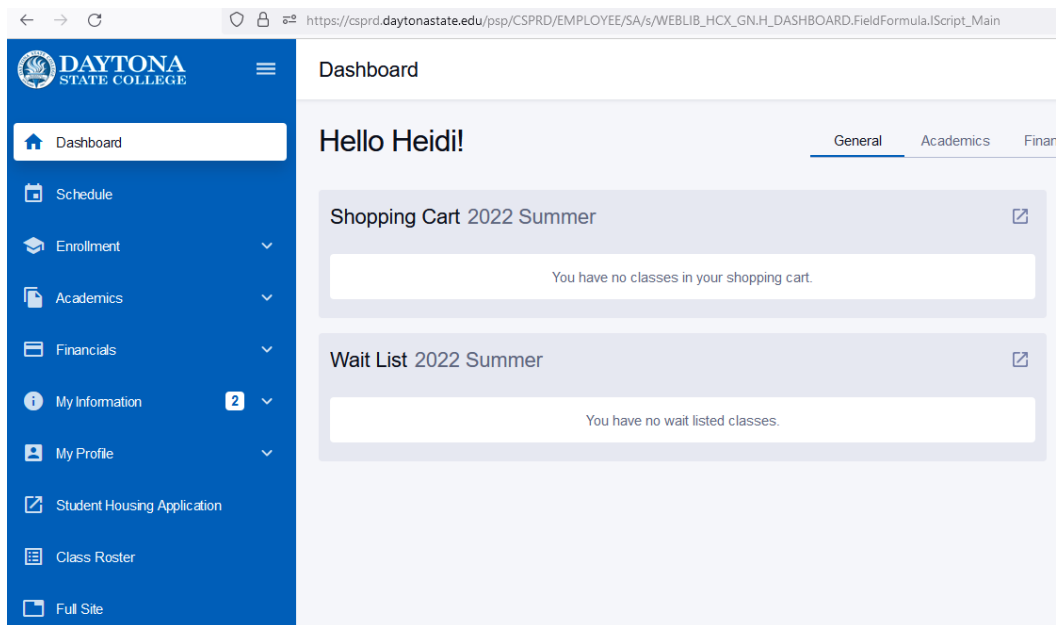
- Federal Work-study and FWEP: Up to 35 hours per week
- Community Service Work-study: Up to 35 hours per week
- Institutional Work-study: Up to 40 hours per week

Under no circumstances should a student be working during a time when class is scheduled. If a student is found to be working during class time, an email from the professor is required stating class was cancelled. This email **MUST** be from the professor and include the name of the course, as well as the date and time the class was cancelled. This a violation of the Higher Education Act of 1965 and subsequent amendments.

## Reporting Time

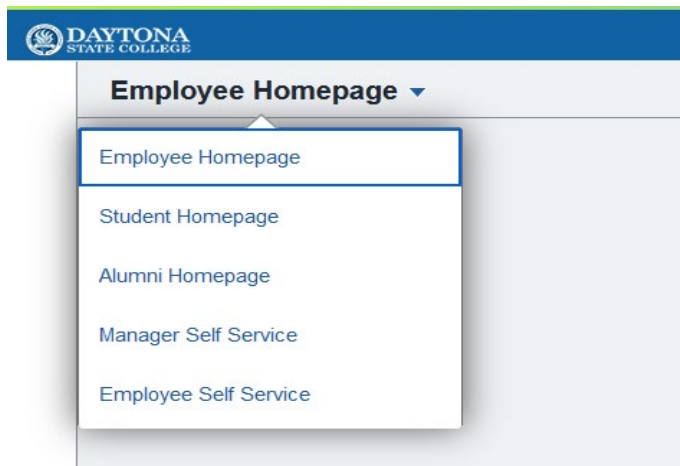
Apart from Community Service Work Students, student employees will report their own time using their Falcon Self-Service portal. After entering your time, your supervisor will approve or deny your timesheet. To enter time, follow the steps below.

After logging in to your Falcon Self-Service, click on Full Site in the left-hand menu.

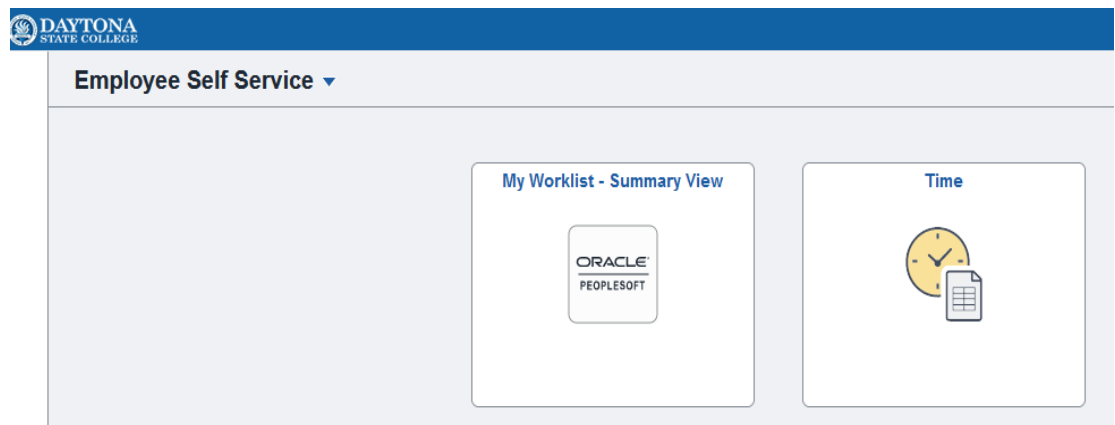




Once there, click on the down arrow and select, Employee Self Service



Select the Time tile



From there students will enter the time they began work and the time they ended, in the appropriate In and Out fields.

In addition, they will need to select “Student – Federal”, if FWS, FWEP, or CSWS, or “Student – Institutional”, if institutional work-study. Timesheets should be submitted for approval at the end of each shift.

Students experiencing issues accessing their timesheet should tell their supervisor. During the start of the semester, new student employees may see a delay in accessing their timesheets. However, supervisors can enter time.

Community Service Work Study students will enter their time on a paper timecard and the designated contact for the organization will submit it to the Financial Aid Compliance Coordinator.

## Paychecks

Per Daytona State College policy, all employees, including student employees are required to set-up direct deposit. The form is submitted with the New Student Employment packet; however, if there is a change to a student's bank, a new direct deposit form is available on the Financial Aid website.

Students will get paid on a bi-weekly basis and the funds will be direct deposited into the bank account submitted.

## Payrate

Beginning July 1, 2022, student employees will be paid based on the following classifications and job responsibilities.

<b>Classification</b>	<b>Pay Rate</b>	<b>Position Examples</b>	<b>Department Examples</b>
Clerical	12.00/hr	Student Assistants, Front Desk Clerks, Sr. Museum Assistant; Theater Assistant	Financial Aid, Student Accounts, Admission, Advising, Records, Museum
Instructional	13.00/hr	SI Leaders, Peer Tutors, Lab Assistants, Teaching Assistants	Academic Support Center, Writing Center, School of Engineering
Specialized	13.00/hr	IT Field Techs, Falcon-AID, IT Helpdesk, Cyber-sentry, Lifeguard	Information Technology, Athletics
Off-campus Community Service	13.50/hr	Elementary school math and reading tutors, assisting in a shelter	Financial Aid (FWS Requirement)

All positions are classified by Financial Aid Services and Human Resources.

Also beginning July 1, 2022, student employees who perform their job responsibilities in an outstanding manner can be recommended for up to a \$1.00 per hour increase by their supervisor. This can occur on an annual basis.

## Student FICA Tax Exemption

Per Rev. Proc. 2005-11, section 7, an undergraduate student enrolled at least half-time and deemed a regular student under 34 C.F.R. Section 668.2, is exempt from paying FICA taxes (social security and Medicare). If a student employee is in their final semester and taking a less than half time course load to complete the degree, the student is also exempt.

International student employees fall under this exemption as well unless they fall out of the F-1 status. Then the student employee may be assessed retroactive FICA status.

## ON THE JOB EXPECTATIONS

### Absences

Students should work the scheduled hours; however, supervisors understand illness, family emergencies, and basic time off may be needed. Students should provide as much advance notice as possible when the absence is an event scheduled in advance. In the event of illness or emergency, please contact your supervisor *before* your work hours begin.

Students who no call-no show may have their student employment position terminated. Please remember the departments rely on student employees to assist with various tasks.

### Attire

While DSC does not require employees to wear business professional attire, most student employee positions are in office settings with interactions with students, faculty, and/or other staff members. Clothes should be office appropriate with no offensive language, references to drugs, or revealing.

If you are unsure whether something is appropriate, please check with your supervisor.

### Language

Students are expected to use appropriate language when speaking to other students, staff, and faculty. If a student does not agree with the supervisor, or task assigned, please speak directly to the supervisor calmly and tactfully, without the use of foul language.

In addition, while student employees may run into friends while working, foul language and inappropriate conversations will not be tolerated. Please be mindful of your surroundings.

## Homework While Working

Student employees are required to complete all job responsibilities prior to asking the supervisor if they can work on homework in the downtime.

## Breaks

Student employees working more than 5 hours in a shift are required to take a 30-minute break. This break is unpaid, and the employee will need to “Clock-Out/Clock-in”. Only in rare instances should the student employee skip a break to leave early. Similarly, students working an 8-hour shift are entitled to a 60-minute break. The same “Clock-Out/Clock-In” applies.

## Confidentiality

Maintaining confidentiality is of the utmost importance. Student employees may see academic information, financial information, and other sensitive information. Student employees cannot discuss these situations with friends or family. Depending on the severity level of the information shared, violations of confidentiality can be grounds for immediate termination.

## Injuries

Although extremely rare, if a student employee is injured while performing the duties assigned during the scheduled work hours, please immediately notify your supervisor. Depending on the severity, Campus Safety may need to be involved and an injury report completed within **48** hours. The supervisor will then let both Student Employment and Human Resources know.

## Grievance Procedures

In the event a student employee has a work-related concern with a student, faculty, or staff member, the student should set-up a time to speak with the supervisor. Hopefully, the supervisor will provide strategies to enhance the working relationship. However, if the student no longer feels comfortable, or safe, working in a certain department, the student needs to contact the Director of Financial Aid immediately. An appointment will be set up for the student employee to discuss the issues and determine if the student needs to find another student employment position.

## Resignation/Termination

As Student Employment works to create real-world scenarios, student employees are asked to give the customary two-week notice. This will allow the department to adjust other schedules or hire additional student employees as needed. Sometimes, providing two weeks is not possible, so please try to give as much notice as possible.

The department and supervisor can terminate employees for various reasons, but the most common reason is “no call-no show” and the supervisor has attempted to reach out multiple times with no success. Please do not ignore the communications.

Unless the student employee is terminated due to specific violations of DSC’s code of conduct policies, including, but not limited to confidentiality, DSC’s drugfree workplace policy, or harassment (sexual or otherwise) policy, the student can be hired by another department.

## HARASSMENT

Harassment of any kind is not tolerated by the Student Employment program. The College is committed to maintaining a work and educational environment that is free of harassment. In keeping with this commitment, the College will not tolerate harassment of the College’s employees or of employees performing services for the College by anyone, including any supervisor, co-worker, vendor, client, or customer of the College or any third party.

1. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, based upon a person’s protected status, such as gender, color, race, religion, national origin, age, physical or mental disability or other protected group status. The College will not tolerate harassing conduct affecting tangible job benefits or grades, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person’s protected status, kidding, teasing, or practical jokes directed at a person based on his or her protected status.
2. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person’s body.
3. All College employees are responsible to help assure harassment is avoided. If an employee feels they have experienced or witnessed harassment, they are to notify either the Office of Institutional Equity or the Human Resources Office. The College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If an employee feels they have been retaliated against, they are to notify the Human Resources Office.

## CONTACT INFORMATION

Students with questions or concerns should contact Financial Aid Services.

Financial Aid Services – Student Employment

Daytona Beach Campus

Wetherell Building

Building 100, Room 104

Email: [FinancialAid@DaytonaState.edu](mailto:FinancialAid@DaytonaState.edu)

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