

2020/2021 EMPLOYER HANDBOOK

OFF-CAMPUS WORK STUDY PROGRAM

BROUGHT TO YOU BY
THE OFFICE OF CAREER ADVISING AND DEVELOPMENT
IN COLLABORATION WITH
THE OFFICE OF STUDENT FINANCIAL AID

E: OCWS@LEMOYNE.EDU
O: (315) 445-4185

LE MOYNE
Greatness meets Goodness®

TABLE OF CONTENTS

PROGRAM OVERVIEW	3
BECOMING AN OFF-CAMPUS WORK STUDY PARTNER	3
Initial Evaluation	4
Program Agreement	4
Submitting a Job Description	4
Hiring an Off-Campus Work Study Student	5
Student Wages	5
Hiring Best Practices	6
Timesheets	6
Evaluation Best Practices	6
GUIDELINES FOR CURRENT OFF-CAMPUS WORK STUDY PROGRAM PARTNERS	7
SAMPLE TIMESHEET	8

PROGRAM OVERVIEW

The Off-campus Work Study (OCWS) Program is designed to give Le Moyne College undergraduate students the opportunity to work with community-based organizations across Syracuse, while earning pay, important skills, and experience through their Federal Work Study (FWS) Award.

The program aligns with Le Moyne's commitment to the education of the whole person and creating effective change in the community. It supports students in their pursuit of academic excellence while having a part-time job that will provide them with meaningful professional experience.

Advantages to partner organizations:

- ✓ Connections to talented Le Moyne students seeking part-time opportunities
- ✓ Student wages subsidized by the government. In most cases nonprofit employers will pay 25% of student wages at a minimum wage rate. For profit organizations will pay at least 50% of student wages
- ✓ Transportation for students is provided for positions that qualify as off-campus work study positions

✓ **Select tutoring positions are 100% covered by the federal share of compensation paid to students**

BECOMING AN OFF-CAMPUS WORK STUDY PARTNER

FWS eligible students can be employed off campus by;

- ✓ federal, state, or local public agencies; or
- ✓ certain private nonprofit or for-profit organizations.

"Off-Campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest."

"Off-Campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible." (Federal Student Aid, 2018)¹

Examples of qualifying opportunities serving in the public interest include rehabilitation of park and recreation areas, service in state, local, and regional government agencies, neighborhood improvements, literacy training, work in daycare centers, nursing homes, senior centers and nursing homes. There are many more!

¹ (Federal Student Aid, 2018)

Initial Evaluation

This program is led by The Office of Career Advising and Development in collaboration with the Office of Financial Aid. If you are interested in finding out if this program is a good fit for your organization, please reach out to the Director of Career Advising and Development, Meredith Tornabene, to schedule an initial evaluation. Meredith can be reached via phone or email.

E: ocws@lemoyne.edu | O: (315) 445-4185

Program Agreement

If determined eligible during the initial consultation and we mutually agree to move forward, your organization will be required to sign a Program Agreement with Le Moyne College outlining employer and Le Moyne College responsibilities. This agreement will be reviewed annually by the Le Moyne College OCWS program lead. College and partner commitments include the following:

Le Moyne Commitment:

- ✓ Refer students who are eligible for the FWS program
- ✓ Provide visibility to our students on eligible positions during the Academic Year
- ✓ Review program guidelines and employment best practices with students
- ✓ Notify employer if student is no long eligible for the program

Community Based Partner Commitment:

- ✓ Provide detailed job description(s) to help students understand your organization and the skills required
- ✓ Capacity to review student applications and select students for posted part-time positions in a timely manner
- ✓ **For Community Based service positions, provide 25% of the student's hourly wages. Le Moyne College through the support of the FWS Program to provide the remaining 75%**
- ✓ Provide a great workplace culture and consistent supervision for the students

Submitting a Job Description

A well written job description provides Le Moyne College with the information it needs to assess your eligibility for the program and serves as an important resource for students to to determine their interest in and fit for the position. Qualifying job descriptions must include the following:

- ✓ Name of the position;
- ✓ number of positions available;
- ✓ name and address of the employer;

- ✓ department in which the student will be employed;
- ✓ location where the student will perform job duties;
- ✓ name of the student's supervisor;
- ✓ purpose of the role or position within the organization;
- ✓ duties and responsibilities associated with the position and how they relate to the purpose or role;
- ✓ general qualifications for the position;
- ✓ length of the student's employment;
- ✓ evaluation procedures and schedules.

Hiring an Off-Campus Work Study Student

Student Wages

Undergraduate students are paid FWS wages on an hourly basis. The Fall 2020 minimum wage rate is \$11.80

Students are authorized up to twenty hours per week, but cannot work more than they are allotted in their FWS award. It is up to the student to track their allotment and to communicate limits to the employer.

Student Schedule Guidelines

The OCWS Program is available during the academic year (AY), running from Sept. 2020 - May 2021. You can view the full AY calendar [here](#). Students have the option to work, but are not expected to work during break periods (Fall, Thanksgiving, Winter, Spring).^{*} Please keep in-mind that not all students are local to the Syracuse area and may travel home during breaks.

^{*}Transportation provided by Le Moyne College is not available during break periods

Student Responsibilities

FWS students enrolled in the OCWS program are required to attend an orientation & career workshop. The workshop is offered quarterly in collaboration with the Office of Career Advising and Development and covers program standards and requirements as well as resume writing, interview best practices, and standards for professional conduct.

Once hired by a partner organization, students are required to submit necessary paperwork through the college before starting. This includes submitting an approved work schedule to the campus based program lead and completing all necessary processing through our payroll office.

Hiring Best Practices

We highly recommend implementing a thorough interview process before employing one of our students. The OCWS Program is not a placement program. We commit to providing students who are eligible for the program, but we will not pre-select candidates for your organization.

Further, to ensure your student is given the tools needed for a successful start, we recommend giving students a workplace orientation and keeping the following in mind:

- ✓ Company safety rules
- ✓ Company policies and procedures to include review of timesheet procedure
- ✓ Overview of duties and responsibilities to include necessary job training
- ✓ Introduction to team members and peers
- ✓ Evaluation procedure

Timesheets

Timesheets are due to the OCWS Program lead every two weeks. A full schedule and biweekly spreadsheets will be shared prior to the start of each academic year.

A sample timesheet is included at the end of this handbook.

Hours must be in keeping with the schedule discussed at the time of hire and can amount to no more than 20 hours per week. It is up to the student to track their FWS allotment and communicate limits to the employer.

Evaluation Best Practices


To cultivate the professional growth of your student hire, we encourage honest, timely, and realistic feedback of your student workers. For some students, this may be their first professional experience. These OCWS job opportunities are seen as learning experiences for students. The evaluation process starts by creating realistic standards and goals and continues through timely and honest feedback.

- ✓ Explain the evaluation process early on and use it as a time to set realistic goals with your new student hire
- ✓ Provide timely feedback in a private setting and use a positive, encouraging tone to motivate open dialogue

- ✓ Keep notes on the student so you can cite specific examples of areas where the student is doing well or may need to improve
- ✓ Keep written record of the evaluation and provide the student with a copy
- ✓ Performance areas to consider include quality of work, work attitude, relationships with others, judgement, and professionalism

GUIDELINES FOR CURRENT OFF-CAMPUS WORK STUDY PROGRAM PARTNERS

If you have previously hired Le Moyne College students and have a current Program Agreement in place, you will receive an email this spring requesting positions for the following AY.

If you have new positions available during the AY, please post directly to our career platform,  **handshake** and label as an OCWS Program opportunity.

To access Handshake you must first join! To request an invitation, visit <https://lemoyne.joinhandshake.com/login> or email careers@lemoyne.edu. Joining Handshake will allow you to post your OCWS Program positions and/or internship and full-time positions. Handshake will also allow you to network directly with students who are exploring their career options.

Positions are reviewed by the OCWS Program lead weekly. Students who are interested in your opportunity and eligible for FWS, will contact our office for confirmation of their eligibility before they are connected to your organization. It is up to your organization to interview and hire the student.

If a student applies directly and they were not referred by our office, it will be important for you to contact the program lead to verify their work study status.

Thank you for considering the Off-campus Work Study Program. If you have any questions, please don't hesitate to reach out to Meredith Tornabene, ocws@lemoyne.edu, (315) 445-4185.

SAMPLE TIMESHEET

Week Beginning 9/2	9/2 Mon	9/3 Tues	9/4 Wed	9/5 Thur	9/6 Friday	9/9 Mon	9/10 Tues	9/11 Wed	9/12 Thur	9/13 Fri	Total Hours
Jones, Clara	1	3				2	2	3			11
Last, First											0
Last, First											0
Last, First											0
											0
											11

A link via Google Sheets that is unique to your organization will be shared at the beginning of the Academic Year or when you officially join as an Off-Campus Work Study (OCWS) Partner. The time sheet is built with formulas. Simply list the first and last name of each Le Moyne College Federal Work Study on your team and input their hours per day. The formulas will automatically calculate the total number of hours. Certain portions of the spreadsheet are locked for editing. Spreadsheets will be updated every two weeks by the program lead.