

Bellingham Technical College

Supervisor Handbook

Washington State Work Study Program



Mission

Bellingham Technical College provides student-centered, high-quality professional technical education for today's needs and tomorrow's opportunities.

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354

Inquiries regarding delivery of Work Study awards, processing, and regulations should be directed to Olga Moroz, Financial Aid Program Specialist II at the below contact information or email omoroz@btc.edu

Financial Aid Office, Bellingham Technical College
Room 101D, College Services Building, 3028 Lindbergh Avenue, Bellingham, WA 98225 [360]752.8438 FAX [360]752.7238

STATE OF WASHINGTON

Washington Student Achievement Council

917 Lakeridge Way SW • PO Box 43430 • Olympia, WA 98504-3430 • (360) 753-7800 • FAX (360) 753-7808 • <http://www.wsac.wa.gov/>

Washington Opportunity Pathway

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Introduction

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Washington State Work Study Program at Bellingham Technical College [BTC] is aimed at providing employments to students who need work as part of a financial aid program to meet their education related costs and to provide a meaningful work experience as part of their education and growth at BTC.

The Work Study Program is offered through the Financial Aid Office, located in Room 101D of the College Services Building. The office is open weekday mornings at 8:00 am, Monday through Friday. The office closes regularly at 5:00 pm, except Fridays at 4:00 p.m. Individual appointments are available by contacting the Financial Aid Office at [360]752.8564.

The information in this *Handbook* has been compiled to answer frequently asked questions about the policies, procedures, and general rules that govern Work Study employment and payroll at BTC. The information is compiled and adapted from the *Washington State Washington Student Achievement Council 2014-2015 State Work Study Program Manual* and *State Work Study Employer Manual*. The statute passed by the Washington State Legislature to administer this program is RCW Chapter 28B.12. Washington Administrative Code Chapter 250-40 expands on the statute and also carries the force of law.

Although the information in this *Handbook* is in effect at the time of publication, future changes in policies and/or procedures may be necessary. When such changes occur, efforts will be made to notify affected students as soon as possible. Students should file any address changes with the Financial Aid Office to ensure proper and timely notifications on any related matter.

Bellingham Technical College provides equal opportunity and access in education and employment and does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, ethnicity, creed, color, sex, gender, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities and services. The College complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

The following person has been designated to handle inquiries regarding non-discrimination, equal opportunity, affirmative action or the ADA policies: Associate Director of Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, (360) 752-8354. For Title IX/504 compliance, contact: Vice President of Student Services, 3028 Lindbergh Avenue, Bellingham, WA 98225, (360) 752-8440.

Please direct any questions, comments, and suggestions concerning any of the information in this *Handbook* to the [Financial Aid Program Specialist II – Work Study](#)

Supervisor Checklist

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- Determine your need for State Work Study [SWS] student employees by clearly defining the type of work you need performed;
- Complete the [Position Description](#) forms with the [Financial Aid Program Specialist II – Work Study](#). A sample form is located after page 13 of this handbook.
- Interview SWS eligible students referred to you by the college or ensure a student you have referred has completed all supporting Work Study documentation;
- Before hiring students, ask for written verification of eligibility for the SWS program, such as a [Referral Form](#) from the college. A Financial Aid Work Study [Referral Form](#) is an official letter, signed by a college officer that lists the SWS award amount and the time period in which the student must earn the money and is required that you and the student sign and return;
- Follow all of your department's/program's standard personnel procedures to hire a SWS student and notify the student's college upon hiring. Train and orient your new student employee as you would any other employee;
- Track student wages and [Monitoring the Award](#) to ensure they don't work more hours than their SWS [Award](#) allots;
- Ask the student to certify receipt of wages by signing the SWS [Time Sheet](#). Verify that the hours were worked and the student's performance was satisfactory by signing the time sheet yourself. [Payroll time sheet link](#) is available after page 13.
- Send the [Time Sheet](#) to Payroll for compensation for services rendered.

What is Work Study?

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Work Study is an allocation of money awarded to the student based on their eligibility determined by the [Free Application for Student Aid \[FAFSA\]](#). The total amount of Work Study dollars allocated in a [Financial Aid Package](#) depends on the demonstrated level of [Need](#), as determined by the BTC Financial Aid Office. Work Study awards run one contract year, July 1 until June 30. Financial aid renewal is required annually. It is always the goal of the [Financial Aid Program Specialist II – Work Study](#) to provide at least one Work Study student in each department/program.

Student Eligibility

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A student is eligible for Work Study when [1] they have completed their FAFSA, [2] completed the financial aid required paperwork, [3] have been awarded, [4] have a current Work Study application with the Work Study Specialist. The student will bring a [Referral Form](#) detailing the award amount, a [Calculating Number of Hours](#) for that award amount, and authorized dates/quarters available to work. You and the student must sign the Referral Form and return to the financial aid office before actual work is performed. You and the student will receive an electronic copy via email for your records.

How Do I Get a Work Study Student?

The first step to having an on-campus Work Study position is to determine the need of your program/office. Clearly define the type of work you need performed. Draft a [Position Description](#) with minimum requirements needed to perform the position with the Work Study Specialist. Then ascertain if the work is appropriate for a part-time, entry-level employee. If you can answer yes to this question, then complete a Work Study position description. The finalized and signed descriptions are then returned to the financial aid office for forwarding to Human Resources. HR makes a salary [position] determination based on the information you provided in the position description.

After the position description has been determined by HR, student applications are then reviewed for relevance by the Work Study Specialist. The review process is as such: [1] Program qualifier; [2] Year in school; [3] Experience. These factors determine which student will be placed on an interview list for each position. Interview requests will be sent to at least 3 qualifying students [providing applicants are available]. Most typically, [Supervisors](#) are exposed to more program/departmental students and may choose to route recommended students to the financial aid office for Work Study eligibility. You may request a student who previously worked in your program's Work Study position. If a student is a continuing or returning student, the student must complete the current year's financial aid process and be awarded Work Study for the new school year. Otherwise a different funding source would need to be used if you decide to continue with the same student.

Interviewing

It is recommended to interview as many students as you think necessary. Due to the program's popularity and limited funding, there are many more students than positions and the [Financial Aid Program Specialist II – Work Study](#) is here to support the best candidate for the job you require. While the Work Study Specialist tries to describe the position based on the position description provided, it is recommended that the [Supervisor](#) review the following:

- Prepare an accurate description of job duties to attract the most appropriate candidates
- Explain your expectations for the position during the initial interview so the student can assess their ability and interest in performing the work
- Provide the student with information on what skills will be acquired while working in the position
- Explain any special work requirements, such as safety issues in a hazardous work environment or legal issues in working with children
- Show the student where the work will be performed and introduce the student to the key people with whom they will be working
- Outline personnel rules and procedures, such as setting work hours or calling in sick
- Outline causes to terminate.

Working

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Hours of Work for Student Employees

The amount of hours a student is allowed to work depends on their Work Study allocation. Students may NOT exceed the award; in other words, students may not work a number of hours that may put them over the award. Most typically, students are awarded to work between 6 and 12 hours a week due to the reducing budget. The maximum number of hours any student can work is 19 hours per week in a week when the student has scheduled classes and 19 hours per week in a week when the student has no scheduled times of instruction. Please note that these are MAXIMUM number of hours allowed by State regulations. The maximum number of hours will most likely not be met due to the budget.

In addition:

- Work Study hours are separate from hours reported as class attendance.
- Work must be accomplished during the time established by the Supervisor as the Work Study student's regular schedule, and this schedule must be at times other than that of regularly scheduled times of instruction in the student's program of study. Payment for any work that occurs during periods of instruction will be repaid by BTC [i.e. your program] to the Work Study Program. It is against Federal and State regulations to work during class time.
- Work can be performed to the limit of the Work Study dollar award. When the award amount has been exhausted, the student must stop working.
- Supervisors and students are responsible for keeping track of the amount of hours a student has to work.

Students are not authorized to work until all paperwork has been processed by the financial aid office. If a student begins work before that process is complete or the Payroll office does not have a Personnel Action Form [PAF] created by the Financial Aid Office for that student, but a timesheet from you, your program will be charged that student's wages. Students may not be paid in cash, commission, or offered room, board, or other goods or services.

Reporting Hours of Work

[Payroll time sheet link](#) is available on page 13 of this handbook. Please contact the [Financial Aid Program Specialist II – Work Study](#) for extra time sheets.

Have the student clearly print their name, the Work Study position title, and social security number on every time sheet. The time sheet includes work performed from the first to the last of each month, e.g., October's paycheck will include all the time worked in September. Enter the period of time worked as well as the total number of hours per day and finally the total number of hours for each two-week period.

Student must sign and date the time sheet prior to submission to their Supervisor.

Supervisors must submit completed time sheets to the payroll office in a timely manner. If the time sheet is submitted late, or is incomplete, the resulting paycheck may be delayed. Deliver time sheets to Payroll by noon on the first working day of each month by the Supervisor or via campus mail. Time sheets are not to be delivered by students.

Work Study Student Responsibilities

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Student Academic Responsibility

Every student is required to make Satisfactory Academic Progress in college while holding a Work Study position. When a student does not maintain Satisfactory Academic Progress or Withdraws without notifying the Work Study Specialist, the award will end immediately and the unearned portion of the student's award will be forfeited. If a student at any time in the quarter drops below 6 credits, the award will end upon discovery and the unearned portion of the student's award will be forfeited.

Student Work Expectations

Supervisors should expect the same performance, attendance, and results that you expect from any other part-time employee.

Code of Responsibility

You and the student shall receive a signed copy of the [Code of Responsibility](#) [also included as an attachment in this handbook]. The Code declares items and issues of confidentiality, records, and usage of systems, equipment, and information.

Work Study Supervisor Responsibilities

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Supervisors of Work Study employees are expected to fulfill the following responsibilities:

- Supervisors should give the student any necessary information needed to perform the job;
- Give student relevant and current work experience;
- Assign student tasks that reside within the posted position description;
- Supply adequate and reasonable Supervision;
- Provide educational benefit from the position;
- Maintain a workable schedule that coincides with stated regulations;
- Schedule flexibility, so student's coursework does not suffer;
- Ensure the average number of hours worked per week does not go over the award, does not work before paperwork is complete or before the authorized start date, does not work beyond end date;
- Attest to total hours worked as monitored and notated on a timesheet;
- Allow appropriate rest and meal breaks at least as required by [WAC-296-126-092](#);
- Time Sheet submission;
- Notify the Financial Aid Program Specialist II – Work Study of changes in employment;
- To terminate a student.

Work Study Employee - Supervisor Communications

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A Work Study position is to be treated as a regular position but is not intended as Displacement of Regular Employees. A wage is paid for the time worked. It is important the Supervisor be notified in advance if the student is unable to report for work as scheduled. Since student employees are vital to the total successful operation of BTC, a student's employment is based on an agreement between the student and the Supervisor that duties will be performed in an effective and efficient manner.

A Work Study position is a real position. The term "Work Study position" means working to financially enhance a student's ability to continue studies at BTC. Consequently, studying, or completing program assignments is prohibited during the hours scheduled for the Work Study position.

Evaluations

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While no Evaluation review is required from Supervisors at this time, it is recommended to update the Work Study Specialist on the student's performance and attendance after the student has been informed first.

In the event the Supervisor would like to participate in the Supervisor evaluation, the Supervisor will conduct a performance evaluation after the student has been in a position assignment for at least six weeks. After the evaluations are completed by the Supervisor, they are discussed with the student. The student has an opportunity to provide feedback at that time and may sign the evaluation. In addition, a Supervisor evaluation is submitted by the student to the Financial Aid Office. This evaluation can be submitted at any time during the student's Work Study position

Evaluations become an important and permanent part of a financial aid file. In many cases, the BTC Work Study experience may be the only employment a student has prior to entering the work force. Employers often call for information and verification. This information is released only by permission of the student.

Completing the Work Study Career

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Resignation

A student should give at least two weeks' notice to the Supervisor when the decision to resign has been made. In addition, the student should discuss the reason for the resignation with the Supervisor. Please contact the Work Study Specialist immediately to fill the vacant position providing funds are available. In the case of resignation, the unearned portion of the student's award will be forfeited.

Termination

Student employment in a Work Study position is "at will." The Supervisor or the student can terminate the assignment with or without cause at any time. However, the assignment is designed as a learning experience and if you evaluate that a Work Study's performance is unsatisfactory and believe the student can make improvements, you may agree to provide the student with the opportunity to improve.

If improvement or if a resolution is not found the end result may be the student being released from the assigned Work Study position. If the cause for dismissal from a Work Study position is serious enough to warrant immediate termination, such causes may include, but are not limited to:

- Sexual harassment
- Threatening behavior
- Theft
- Falsely reported time worked
- Dishonesty
- Violation of the BTC Student Code of Conduct or the Code of Responsibility.

In the case of termination, the unearned portion of the student's award will be forfeited. Notify the

Financial Aid Program Specialist II – Work Study.

Conclusion

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A Work Study position at Bellingham Technical College is designed to benefit both the student body and the college. Supervisors are an integral part of the success of the Work Study program, by giving students a springboard to expand their basic work skills and increase their experience levels to perform their jobs at the highest level of competence.

Example of an award *NEW[Back to Table of Contents](#)

	Summer	Fall	Winter	Spring
Work Study Award		1500	1500	1500

The actual components for a Work Study student's 2015-2016 pay is 60% State Work Study funds and 40% BTC funding match.

Of the above awards, for example, \$1500 is the total this awarded student may receive through work-study work. The Referral sheet provided to both you and the student will describe the award and the calculation of the number of hours per quarter. Of that pay, the State will fund 60% of the student's pay. The college will fund 40%.

Example: The example student has been awarded \$1500 of State Work Study funds for a quarter. The student can and does work all the calculated hours of \$1500 for the awarded quarter. The student will earn and receive \$1500 for the quarter. But remember, of the \$1500, up to 60% is State Work Study funded [\$900] and 40% is college funding match [\$600]. The calculation works from the total earned. $900 + 600 = 1500$; $1500 * .6 = 900$ [WS portion] $1500 * .4 = 600$ [College portion]

Depending on the Pay Rate of the student's position description, the calculation for hours authorized to work is this:

Calculating Number of Hours Step 1

Award amount for the quarter Will equal the number of total available hours in the quarter

Hourly Wage for the position

In words:

The [Award for the quarter] divided by the [Hourly wage] equals total available hours in the quarter.

With numbers:

$$\$1500 \div \$12.72 = 117.9245.....$$

Calculating Number of Hours Step 2

Total available hours in the quarter Will equal the average number of hours per week

Number of weeks in a quarter

In words:

The [Hours per quarter] divided by the [Weeks in a quarter] equals Hours per week to work

With numbers:

$$118 \div 11 = 10.7272....$$

We can safely say this: This example Work Study student awarded at \$1500 per quarter at a Work Study position earning \$12.72 an hour is authorized to work about 10 or 11 hours each week or a collection of about 118 hours for the entire quarter.

This calculation is for weeks of the quarter when classes are in session. This calculation does NOT include work over any break. If work over scheduled breaks is of interest to your program or department, notify the Work Study Specialist. Research will be done [1] for any funding to support work over the break, [2] to ensure the student's budget can include an increased award.

Glossary

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Award: The amount of State Work Study funds (gross) a student can earn up to, to help pay for college.

Award Letter: A letter from the student's college that indicates State Work Study eligibility. The award letter should state the award amount and the starting and ending dates of the award.

College: A generic word used to describe all facilities of higher education, whether universities, colleges, vocational education institutions, or other campuses teaching post-secondary courses.

College – Private: An independently-funded, non-profit college accredited by the Northwest Association of Schools and College.

College – Public: A publicly funded college.

Comparable Wages: An hourly rate of pay equal to the entry-level rate of non-student employees performing similar duties with the employing organization. Factors for determining comparability include major duties and responsibilities, distinguishing characteristics, judgment required, and skills and knowledge required to do the job. The nature of the work will determine appropriate rate, not student status or minimum qualifications.

Displacement of Regular Employees: In general, State Work Study student employees may not fill positions previously filled by regular employees during the current or prior calendar or fiscal year.

Eligible Employer/Supervisor: An employer/Supervisor that meets all of the conditions for participation in the State Work Study program.

FAFSA: Free Application for Federal Student Aid, <http://www.fafsa.ed.gov/>, is the first step to receiving any financial aid grants, loans, and the Work Study financial aid award package.

Financial Aid Process: The procedure from each college's financial aid office from application receipt to award package delivery. The process includes requiring additional financial aid documents, a review factor, and an award process.

Financial Need: See "Need".

Washington Student Achievement Council: The Washington state agency responsible for administering the rules and regulations of the State Work Study program.

Hours, Maximum Allowed: During the academic year, students may work up to an average of 19 hours per week, depending on their State Work Study award amount. During college breaks and summer terms, students may work up to 19 hours per week, if their award allows.

Monitoring the Award: Tracking the total amount a student may earn up to, to ensure they do not earn more than their State Work Study award. Generally, the award is the gross amount the student may earn, not the employer's share.

Need: The amount of financial aid a student requires to pay college costs, as determined by the financial aid office with guidance from both Federal and State regulations.

Opportunity Pathway: The 2009 Washington Legislature authorized the Washington Student Achievement Council to designate all existing financial aid an Opportunity Pathway, with the effect of providing students with a clear understanding of available resources to pay for postsecondary education, thereby increasing access to postsecondary education, and meeting the needs of local business and industry.

Package/Financial Aid Package: A mix of grants, loans, state or federal work study, scholarships, and/or other aid awarded by the college to meet the student's need for funds to pay college costs. See "Award Amount."

Pay Rate: An hourly wage, appropriate within the organization or field, for work performed. Employers in Washington State must pay at least the state's minimum wage. See "Comparable Wages."

Position Description: A form on which the Supervisor describes the duties of the job, the educational benefits derived from performing the work, the minimum qualifications required to perform the job, and the pay rate will be determined by the Work Study Specialist as outlined by Human Resources [HR].

Referral Form: A form completed by a college which shows the student's State Work Study award amount, Position title, pay rate, hours per quarter, hours per week, and the starting and ending dates of the award.

Supervision: Overseeing the daily work of State Work Study student employees, to ensure duties are performed safely and satisfactorily as well as the student gains educational benefits from the work.

Supervisor: Budget Administrator, Dean, Director, Department Head, main Program Instructor to sign Time Sheets, PAFs, Referral Forms; evaluate Work Study students; provide direction; and to whom the Work Study student shall ultimately report to and will be the main contact to the Work Study Specialist.

Supervisor [Site or Lead]: Program Instructor, Program Assistant, Department leader without budget authority and may not sign Time Sheets, PAFs, Referral Forms but is assigned to train and monitor a Work Study student's daily tasks and projects, hours and schedule, or other various duties to meet the Work Study Summary and the needs of the department.

Attachments Appendix

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[Sample Position Description](#)

[Sample Referral Form](#)

[Sample Work Study Application](#)

[Code of Responsibility](#)

[Payroll time sheet link](#)

[Time Sheet](#)

Contact

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Bellingham Technical College
Financial Aid Office
Olga Moroz
Financial Aid Program Specialist II
omoroz@btc.edu
fa-wkstdy@btc.edu
[360] 752.8438

2015-2016 POSITION DESCRIPTION

Department: _____ Host Business: Bellingham Technical College Address: 3028 Lindbergh Ave.; B'ham Site Supervisor Phone: (360) _____ - _____ Supervisor Phone: (360) _____ - _____	Schedule Guidelines: Work Study students may not exceed the award. Most awards accommodate 10 hours per week dependent upon the student's Federal Budget. 10 minute break per 3+ hr shift. After 5hrs, ½-hour lunch required. Site Supervisor/Lead: _____ Site Supervisor Signature: _____ Supervisor: _____ Supervisor Signature: _____
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I. SUMMARY OF JOB:

II. MINIMUM QUALIFICATIONS:

III. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

IV. PHYSICAL REQUIREMENTS

Sitting:	Walking:	Bend at waist:	Crawling:
Standing:	Climbing Ladders:	Kneeling/squatting:	Reach above shoulder:
Pushing/pulling:	Lifting (up to 50 lbs.):	Carrying:	Repetitive arm/hand movements:
Climbing Stairs:			

Typical Equipment Used:

*****Financial Aid Office Use Only*****

Job Title: _____ Department: _____ Rate of Pay: \$ _____/hr.
 Job Class Code: WS _____ WS FAPC: _____ Match FAPC: _____ Reimbursement Percent: _____
 Work Study Administrator: _____

2015-2016 State/Federal Work Study Referral



Olga Moroz

Financial Aid Specialist II
 Bellingham Technical College
 3028 Lindbergh Avenue
 Bellingham, WA 98225

Phone: [360] 752-8438
Fax: [360] 752-7238
Website: www.btc.edu
Email: omoroz@btc.edu

***This form must be completed and returned to Olga in Financial Aid BEFORE the student can start their Work Study position**

STUDENT INFORMATION

Name _____ Student ID _____ Email _____

SUPERVISOR

Supervisor _____ Department _____ Extension _____

STUDENT QUARTERLY AWARDS and DATES - Office Use ONLY

Updated as of _____

	Summer [B561]	Fall [B562]	Winter [B563]	Spring [B564]
Award	_____	_____	_____	_____
Awrd Strt	7/6/2015	9/22/2015	1/6/2016	4/5/2016
Qtr End	8/12/2015	12/11/2015	3/24/2016	6/21/2016
Brk Strt	8/13/2015	12/14/2015	3/25/2016	6/22/2016
Brk End	9/21/2015	1/5/2016	4/4/2016	6/30/2016

Department: _____ 0 _____ Rate of Pay: \$13.10 per hour
 Work Study Title: _____ Instructional Technician _____ WS 4787

Hours per Quarter Calculation

Award _____ ÷ Pay Rate \$13.10 equals the total collection of hours a student can work: 0.0
 Collection of hours per Qtr: 0.00 ÷ Weeks of Qtr: 11 equals hrs per week: 0.0

This calculation is an estimate based on the award of how many hours the student may work. Apply general rounding for a whole number total.

The signatures below are an acknowledgment of both Work-Study student and Supervisor

- Work Study awards are subject to change and students shall be notified of adjustments;
- Work-study students **must** be enrolled at least 6 credits, each quarter employed (summer excluded);
- Work-study students must meet the Satisfactory Academic Progress Policy, each quarter employed;
- The **supervisor** will notify the Work Study Specialist of any changes in the students' employment, such as termination or student resignation and before any attempt to move the student to a different position;
- It is the responsibility of the student employee and supervisor to closely monitor student earnings;
- The student may not exceed the work-study award: The award does NOT include the break unless specified by Olga
- The supervisor will provide adequate and reasonable supervision for the student employee;

Student Signature _____ Date _____

Supervisor Signature _____ Date _____



2015-2016 Work Study Employment Application

3028 Lindbergh Ave. Bellingham, WA 98225

Olga Moroz • Financial Aid Specialist II • (360)752-8438 • fax (360)752-7238 • omoroz@btc.ctc.edu

Resumes are required. Incomplete or illegible applications will not be considered. Submitting a packet does NOT guarantee a placement or award. Applications will be placed in an application pool for recall when positions open.

PERSONAL INFORMATION

PERSONAL INFORMATION			DATE OF APPLICATION	
NAME (LAST)	(FIRST)	(MIDDLE)	DATE AVAILABLE FOR WORK	
SOCIAL SECURITY NUMBER (SSN)		STUDENT ID NUMBER (SID)		
ADDRESS (STREET)			BIRTH DATE	
(CITY)		(STATE)	(ZIP CODE)	
PROGRAM OF STUDY		COLLEGE E-MAIL ADDRESS *All communication will be through email*		

*Disclosure of your social security number is voluntary under P.L. 93-579, section 7(a)(1). If you object to the use of your social security number, an alternative identification number will be assigned. However, your financial aid file must accurately reflect your social security number in order to be awarded state and federal financial aid funds **Social Security Number (Required by RCW 41.48)**. Bellingham Technical College (BTC) Human Resources Office will request that you provide your social security number on all personnel forms in the event that you are hired. 5 U.S. Code, Section 52(a) requires that BTC make the following disclosure when requesting this information: BTC uses your social security number to identify your records and fulfill tax requirements. As required by law, BTC uses your social security number to report disbursements to the IRS. The disclosure of your social security number is mandatory if you are hired.*

EMPLOYMENT HISTORY

[1] POSITION					
EMPLOYER	DATES OF EMPLOYMENT	FROM		TO	
JOB DUTIES		MONTH	YEAR	MONTH	YEAR
PHONE NUMBER	AVERAGE HOURS PER MONTH			HOURS	
[2] POSITION					
EMPLOYER	DATES OF EMPLOYMENT	FROM		TO	
JOB DUTIES		MONTH	YEAR	MONTH	YEAR
PHONE NUMBER	AVERAGE HOURS PER MONTH			HOURS	

SKILLS AND QUALIFICATIONS

USE THE FOLLOWING SPACE FOR SUPPLEMENTAL INFORMATION THAT EXPLAINS YOUR SKILLS, EXPERIENCES, ABILITIES TO DO THE JOB, OR OTHER WORK EXPERIENCE (INCLUDING VOLUNTEER) THAT RELATES TO THE POSITION FOR WHICH YOU HAVE APPLIED.

OTHER INFORMATION

WITHIN THE PAST SEVEN YEARS, HAVE YOU BEEN CONVICTED OF ANY FELONY INCLUDING BUT NOT LIMITED TO, THEFT, FRAUD, AND MISAPPROPRIATION OF FUNDS OR ANY OFFENSE OF A SEXUAL NATURE?				YES	NO
IF "YES" PLEASE COMPLETE THE FOLLOWING:					
CRIME	DATE OF CONVICTION	STATE AND COUNTY	DISPOSITION OF CASE	EXPLANATION OF CIRCUMSTANCES	

NOTE: A CONVICTION RECORD WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT WITHIN THE COLLEGE.

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354

EQUAL EMPLOYMENT OPPORTUNITY COLLEGE



2015-2016 Work Study Employment Application

3028 Lindbergh Ave. Bellingham, WA 98225

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Resumes are required. Incomplete or illegible applications will not be considered. Submitting a packet does NOT guarantee a placement or award. Applications will be placed in an application pool for recall when positions open.

PERSONAL INFORMATION			DATE OF APPLICATION
NAME (LAST)	(FIRST)	(MIDDLE)	DATE AVAILABLE FOR WORK
SOCIAL SECURITY NUMBER (SSN)		STUDENT ID NUMBER (SID)	
ADDRESS (STREET)			BIRTH DATE
(CITY)	(STATE)	(ZIP CODE)	HOME TELEPHONE NUMBER
PROGRAM OF STUDY		COLLEGE E-MAIL ADDRESS *All communication will be through email*	

RESUME INFORMATION

(or please attach a resume to application)

APPLICANT ACKNOWLEDGMENT

I, the undersigned applicant for employment at Bellingham Technical College, certify that the facts contained in this application are a true and complete statement of my personal and professional record to date. I understand that any false statement(s) in this application shall be the basis for my rejection or dismissal from employment. If employed, I release Bellingham Technical College from any liability for future references it may provide regarding my work history at Bellingham Technical College. A photocopy of this release shall have the same effect as the original.

Please print your name here, as you will wish it to appear on contract if you are employed.

Signature of Applicant

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354

EQUAL EMPLOYMENT OPPORTUNITY COLLEGE



Code of Responsibility

(For security and Confidentiality of Student Records and files)

Security and confidentiality of student records are a concern to all employees of Bellingham Technical College and a particular concern of the Director of Registration & Enrollment as student record custodian. By receiving access to the Student Management System (SMS), Financial Management System (FMS), and/or Financial Aid Management Systems (FAM) and other student records, administrators, classified staff, faculty, student ambassadors, student employees, tutors, and work-study students, are placed in a unique position of trust. The purpose of the Code of Responsibility is to fulfill this institution's legal responsibility and to clarify your responsibilities regarding correct policies and procedures. Sharing information from the SMS or student records with persons other than the student or other approved persons violates the Federal Educational Rights and Privacy Act (FERPA) regarding confidentiality.

Your signature below indicates adherence to the following:

- Unauthorized use of any information in files maintained, stored, or processed by Bellingham Technical College offices is prohibited.
- No one is permitted to seek personal benefit or to allow others to benefit personally by knowledge of any confidential information that has come to them by virtue of their access to data.
- No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with Bellingham Technical College's Privacy of Students Policy and Procedure.
- No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry. No one may knowingly delete or cause to be deleted any record or data.
- No official record, report or copy thereof may be removed from the office where it is maintained.
- No one is to aid, encourage or act in conspiracy with another to violate any part of this Code.
- No one is to use State computers, printers, telephones, copy/fax machines, machinery, tools, and electrical or mechanical gear, etc. for personal reasons unless equipment is designated for student use.
- Any knowledge of a violation of this Code must immediately be reported to the Vice President of Student Services.

Violation of this Code may lead to action under the Bellingham Technical College's Student Code of Conduct, WACs and/or State of Washington rules or regulations pertaining to Standards of Ethical Conduct/Conflict of Interest, theft, alteration of public records or to other applicable sections.

I have received a copy of, have read, do understand and will comply with Bellingham Technical College's Code of Responsibility for Equipment Use, Security and Confidentiality of Records and Files.

Student Name (please print) _____ SID _____

Student Signature _____ Date _____

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For office use only:
 Copy to student