



Federal Work-Study Program

SUPERVISOR RIGHTS & RESPONSIBILITIES

STUDENT NAME: _____ **EMPLID:** _____

- I am aware of the federal regulation, which states that Federal Work-Study (FWS) Student Employees are not permitted to work during scheduled class hours. **I have reviewed the student class schedule, and will maintain a copy for my records. I have established a work schedule for the student that does not conflict with his/her current class schedule. I understand that it is my responsibility to request a current class schedule each time the student changes classes.** I am aware that it is my responsibility to monitor the students' time as outlined on their work schedule.
- I understand that FWS student employees must be supervised at all times. Students are not allowed to have office keys, supervise other students, or sign FWS timesheets.
- I understand that I am responsible for monitoring the FWS earnings so that the student does not exceed his/her award as indicated on the Student/Employer Acknowledgement form. I further understand that it is my responsibility to terminate the student's job assignment once he/she has earned his/her full award or on the "last working day", whichever comes first. In addition, **I acknowledge that earnings in excess of the FWS award will be paid from my department/agency budget.**
- I understand that the student must be enrolled and maintain at least six (6) units/equated credits during each semester (Fall and Spring) in order to participate in the FWS program. If I have knowledge that the student has dropped below six (6) units/ equated credits, it is my responsibility to immediately terminate the student and notify the FWS Coordinator.
- I understand that if the FWS student employee is working during the Fall semester and he/she does not intend to register for at least six (6) units/ equated credits for the subsequent Spring semester, he/she must stop working on the last day for the Fall Semester (check college academic calendar)
- I understand that FWS student employees can only work during the intersession period (December 27 to January 26) if they are registered for at least six (6) units/ equated credits in the subsequent Spring semester and if they have available budget.
- I understand that student employees must complete and return the FWS Student/Employer Acknowledgement form and all other forms included in the hiring package, fully completed and properly signed prior to their "begin date". Student employees working without submitting all required forms and/or documents cannot receive payments with FWS funds.
- I understand that completed timesheets must be submitted to the Office of Financial Aid in person, mail or fax following the due dates as stipulated on the Payroll Calendar in order to avoid payments delays. In person, timesheets must be submitted in a sealed envelope; if faxed, originals must be submitted for record keeping. The United States Postal service must be used for off-campus sites/agencies.
- I acknowledge that The CUNY Records Retention and Disposition Regulations issued on May 2007, requires that records be retained for a minimum of six years after graduation, date of last attendance, or financial accounting, whichever is longer. Therefore, I understand that I must retain student employee records (contract, timesheets, and sign in sheet) for a minimum period of six years.

I/we hereby state that I/we have read and fully understand my/our supervisor(s) rights & responsibilities.

SUPERVISOR SIGNATURE: _____ **DATE:** _____

ALTERNATE SUPERVISOR SIGNATURE: _____ **DATE:** _____