

Overview of the Program

The Federal Work-Study Program (FWS) is a need-based aid program that allows qualified students to work and earn money to help finance college expenses. Funding for this program originates from federal sources and is administered by Hudson Valley Community Colleges' Financial Aid Office (FAO)

The Federal Work-Study (FWS) Program is designed to provide financial assistance to students through part-time employment and encourages recipients to participate in community service activities. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program; therefore, our policy remains that students are not to be paid for studying while on the job. Students will be paid "an hour's pay for an hour's work."

In summary, we seek to provide work-study students with:

- x Opportunities for career development
- x Educational experiences
- x Opportunities to demonstrate

Conditions of Employment

The FWS Program offers no sick leave, compensatory time, vacation, overtime or holiday pay. As stated previously, students are employed under “an hour’s pay for an hour’s work” arrangement. A student’s FWS award may allow him or her to work up to 15 hours per week. If the student is working hours to make up time missed from work, he/she may not work more than 20 hours per week or 7.5 hours per day. All work must be supervised. Students should not be allowed to work when regular employees are not at work. Any FWS

Timesheets:

Keep in mind that:

- x Students must not be allowed to work during scheduled class hours.
- x Students must not be allowed to work more than 7.5 hours per day or 15 hours a week during enrollment periods (a student should only be allowed to work 20 hours to make up hours missed in a previous work week).
- x Students may work up to 20 hours a week during non-enrollment periods (summer, intersession)
- x Students must not be allowed to work more hours per semester than their-study award will pay.
- x Students who work six or more consecutive hours are required to take a 30-minute unpaid lunch break.
- x Students may take a 15

Thank you for your participation in the Federal Work Study Program at
Hudson Valley Community College!

We hope you have a successful year with your FWS job!