

TULANE SCHOOL OF SOCIAL WORK

Policy and Procedure

POLICY: FEDERAL WORK STUDY

General Description

Tulane School of Social Work students who qualify for Federal Work-Study (FWS) will have the opportunity to participate in Community Service (CS) activities as a means to receive FWS funds. FWS-CS employment is designed to improve the quality of life for local community residents, particularly low-income individuals, or to solve particular problems related to their needs. FWS-CS must primarily benefit the community or the community residents, as opposed to an agency, organization, or the university. Community services could include, but are not limited to, tutorial services, family literacy services, child care, welfare, health care, social services, recreation, housing and neighborhood improvement, public safety, community improvement, support services for students with disabilities, mentoring, and counseling.

Placement Criteria

1. Student must be eligible for FWS, as determined by the University Office of Financial Aid.
2. Employment must be with a federal, state, or local public agency or a non-profit organization and must meet the requirements for FWS-CS.
3. Students cannot receive academic credit for FWS-CS nor can it involve academic instruction. FWS-CS activities are separate from the requirements for field instruction where students receive academic credit.
4. Students will be offered placements for each semester based upon financial need and on a first-come, first-served basis until funds have been exhausted. FWS-CS placements can not be guaranteed prior to the beginning of the semester.
5. Students will be employed for approximately three to five hours per week and will receive a fixed amount of compensation per semester, not to exceed their approved FWS limit determined by the University Office of Financial Aid.
6. Students participating in FWS-CS are considered paid employees performing a community service for which they will receive compensation.
7. Students will be assigned placements in the community by the School of Social Work, Office of Field Education, and will be supervised by a designated task supervisor located at the student's work site. Students may submit a proposal for work in a community service setting other than those predetermined by the School.
8. Every two weeks students will turn in a time sheet to Ms. Gail Brown, signed by the work supervisor, prior to receiving payment.

Exclusions

1. Community service employment is not in the public interest if:
 - It primarily benefits members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative.
 - Involves any partisan or non-partisan political activity or is associated with a faction in an election for public or party office.

- Is done for an elected official unless the official is responsible for the regular administration of federal, state, or local government.
 - It is work as a political aide for an elected official.
 - A student's political support or party affiliation is taken into account in hiring him or her.
 - It involves lobbying on the federal, state, or local level.
2. FWS employment must not displace or replace employees or impair existing service contracts.
 3. FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

Policies concerning and decisions related to FWS-CS will be made by the Office of Field Education at Tulane School of Social Work in accordance with the Tulane Director of Student Employment.

PROCEDURES: FEDERAL WORK STUDY

1. Students will be notified by the University Office of Financial Aid as to whether they qualify for Federal Work Study prior to beginning the fall semester. On the notification letter, the student must check “accept” or “decline” for the FWS and return the letter to the University Office of Financial Aid.
2. Should the student decide to pursue FWS employment, they must then contact the Tulane School of Social Work Coordinator of Work Study, Professor Heather Gillis, at 504-862-5314 for guidance on placement in a CS setting.
3. Once a CS site is assigned, the student should arrange an interview with the appropriate person at that CS site.
4. It is the responsibility of the student to contact Ms. Gail Brown, TSSW Coordinator of Admissions and Financial Aid, to complete Personnel Action Forms, W-4's, I-9's, and other pertinent paperwork prior to actually beginning employment.
5. The CS site task supervisor and student are responsible for monitoring work time and activities at the site. The Coordinator of Work Study will monitor attendance through signed time sheets and calls to the supervisor to assure compliance with Work Study guidelines.
6. Every two weeks the student must turn in a time sheet, signed by their supervisor, to Ms. Gail Brown prior to receiving payment. If the student does not turn in a signed time sheet, payment for work study will be stopped and the student's participation in the program will be reviewed.

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