

Conditions of Federal Work-Study Student Employment

Federal Work-Study provides students with an opportunity to gain work experience and earn extra money toward your education. It is not intended to provide ongoing or permanent employment. This job ends no later than the last day of classes for the academic year in which it begins.

Basic Academic Requirements:

To keep your FWS student position, you must:

- be primarily pursuing an educational goal with Foothill as your primary school;
- be eligible for federal financial aid;
- have **fewer than 180 attempted units** in the FHDA district;
- maintain a **quarterly and cumulative GPA** of at least **2.0**;
- be enrolled in and **earn** at least **6.0 financial-aid-eligible units** at Foothill College each quarter you work.
 - All 6 units must be in courses that have begun by the date you begin working each quarter.

About “earned” units: Earned units are units in which you receive a “D” or better or a “Pass.” Units in which you receive an “F”, “W”, “EW”, or “I” in do not count as earned units.

Other rules of student employment:

1. You cannot start your job until your supervisor has received an “authorization to start work” email from Student Employment.
2. You can **never work during scheduled class times**. At the beginning of each quarter, give your job supervisor your class schedule.
3. **Watch your work hours.**
 - As a FWS employee, you must watch your hours and earnings to make sure you do not exceed the FWS award you’ve been given. Once you’ve earned your maximum award, you must stop working.
 - If you wish to work more hours than your award allows, contact the student employment representative to see if an adjustment can be made. It’s best to do this well before you reach your maximum earnings.
 - Student employees are **never** allowed to work more than a **total of 19 hours in any week**—no matter how many Foothill student jobs you hold (a week is Monday through Sunday, regardless of month).
 - Student employees are **never** allowed to work more than **8 hours in any one day** (this includes summer quarter).
 - Overtime rules (i.e., working more than 8 hours in a day) requiring time-and-a-half pay for overtime apply to student employees.
 - Any day in which you work more than 5 hours, you are required to take an unpaid meal break of at least 30 minutes (preferably mid-shift).
4. **Student employees must be supervised directly and locally at all times.** (This requirement is being waived for an indefinite period of time in response to COVID-19 to allow students to work remotely and is subject to change at any time. You must be **physically located in California** while doing any work associated with your student job.)

5. The District strongly discourages students from working District holidays. Working District holidays requires advanced permission from your supervisor and the Director of Financial Aid.
6. **Monthly Timesheets:** You will have access to an electronic timesheet via your MyPortal Staff App as soon as your assignment is in Foothill’s database. You should submit your online timesheet for each month at the end of your **last work day for that month**.
7. As a student employee, you are eligible for sick leave (details are in your Student Employment Packet) and for Workers’ Compensation for work-related injuries or illness.
8. Student employees are not eligible for unemployment compensation.
9. Give your supervisor as much notice as possible if you know you will no longer be eligible for student employment.

Important information about enrollment and active participation in courses:

We do have to enforce the minimum-units rule. You must stop working and notify Student Employment as soon as you realize you will not be able to meet the grade/unit requirements for the quarter. We know that sometimes, despite their best intentions, students may find it in their best interest to drop a class during the quarter.

- **If you are considering dropping below the required units or believe you are not going to be able to get a D or better in a course or a 2.0 GPA for the quarter, contact the student employment representative (johnsonchristine@fhda.edu) while you are still actively participating** (attending classes regularly; turning in assignments on time; taking exams) to discuss your options. We will do our best to work with you so that you can return to work as soon as possible.
- **If you stop actively participating before contacting Student Employment**, you will likely have to wait at least another full quarter before being able to return to a student employment position, as will students who **choose to take an “F”** in a class rather than dropping units.

I certify that I have read and understand these conditions of employment.

Student ID number: _____

Signature/Date: _____