

Terms and Conditions

Please read, sign and return by fax (412) 268-7036 or by email hzfinaid@andrew.cmu.edu. Due to the nature of federal financial aid regulations a **new FCSWS Terms and Conditions, FCSWS Hiring Form and Participation Acknowledgment** are required each and every academic year and/or summer term, even if the student and the job remain the same.

Participation: Any federal, state, public or non-profit organization that employs a student under the Federal Community Service Work Study (FCSWS) program enters into a written agreement (Participation Acknowledgement) with Carnegie Mellon University (CMU). The organization is required to meet federal regulations as an eligible employer and must have professional direction and staff. Any student hired through the FCSWS program must be eligible for a federal work study award. Regardless of the student's employer, the student's work must be governed by employment conditions, including pay, that are appropriate and reasonable in terms of type of work, geographical region, employee proficiency, and any applicable federal, state, or local law. Federal Work Study must not: Impair existing service contracts, displace employees or fill jobs that are vacant because the employer's regular employees are on strike. Heinz College is responsible for ensuring that: Each FCSWS employers' Participation Acknowledgment has been completed and properly documented, that students working under the FCSWS program are properly supervised (employer responsibility as well), are paid for work performed (after approval) and payments are properly documented.

Approval & Hiring Process: The process generally takes about 10-14 business days to complete. Students **cannot** begin working through the FCSWS program until the Hiring Forms and Participation Acknowledgement are approved by the Associate Director of Student Employment and the Heinz College Office of Financial Aid has notified the hiring organization. **Note: If you allow a student to begin working without prior approval from the Heinz College Office of Financial Aid, the student will not be paid for those hours.**

Employment Term: The established dates for employment terms are specified on the FCSWS Hiring Form. The student may work during the academic year or the summer term. The date of approval shall serve as the start date for the student through the program.

Wage rate: The student will be paid \$15 per hour, 30% of which is paid by the hiring organization and 70% of which is subsidized by the federal government. The FCSWS Hiring Form and Participation Acknowledgment sets forth the FCSWS work conditions and terms and indicates whether the organization pays the non-federal share of the student's wages or the non-federal share is paid by Heinz College. Under the FCSWS program, students' earnings are limited to the amount of the work study award. Students will be compensated by the institution on an hourly basis for work performed, which will not include any holiday, vacation, sick pay or fringe benefits.

Award Limitations: The work study award as determined by the Heinz College Office of Financial Aid represents the student's maximum earnings for all combined federal work study positions in which the student is participating. The student's earnings must not exceed that amount. Students can earn up to their maximum work study award amount. Full-time, federal-aid-eligible Pittsburgh students are generally offered a work study award of;

- **\$5,000** for the **9-month academic year (fall/spring semesters)** – the student can work approximately 11 hours per week with a limit of 333 hours at \$15 per hour.
- **\$14,400** for second year MSPPM-DC track students **only** for the **9-month academic year (fall/spring semesters)** – the student can work approximately 30 hours per week with a limit of 960 hours at \$15 per hour.
- **\$6,000** for the **summer term** - the student can work a maximum of **37.5** hours per week, if **not enrolled** during the summer semester, with a limit of 400 hours at \$15 per hour.

Time Records: The hiring supervisor will be responsible for ensuring accurate and timely submission of bi-weekly time records. In order to meet payroll deadlines and to comply with federal regulations, the supervisor must submit e-mail approval to hzfinaid@andrew.cmu.edu for all bi-weekly time records entered by the student into the online timetracking system, Workday. Failure to do so will result in the student not being paid until the next regular bi-weekly pay period. All outstanding FCSWS time records must be submitted by the final due date. Students and supervisors should keep a copy of all time records. Time records are processed by Carnegie Mellon University's payroll office, who will invoice the organization for the non-federal share.

Billing: Carnegie Mellon bills the participating organization monthly for the 30% non-federal share of the student's hourly wage based on timesheet records.

Please note: Students are not permitted to work overtime. If the hiring organization allows the student to work beyond 37.5 hours per week, they become immediately responsible for paying 100% of the student's wages over 37.5 hours and will be billed accordingly. Students cannot work beyond the approved employment period (fall/spring semesters OR summer semester). In addition, the award amount cannot be exceeded.

Employment under the FCSWS program terminates without notice on whichever comes first:

- The last day of the employment term in which the student has been approved to work or;
- The date the student earns the full amount of his/her work study award

By signing below I acknowledge that I have read and understand the FCSWS Program Terms and Conditions.

Signature & Title _____

Date _____