### Off-Campus Organizations Guidebook
**University of Georgia**

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Note to Partners
The University of Georgia values its many partners. UGA appreciates the positive impact that its partners have on the university and the community. These organizations help to cultivate a relationship between the university and the community that encompasses it. Because UGA’s partners are focused on improving Athens-Clarke and its neighboring communities, UGA students are able strengthen the community through their service in these organizations. By providing jobs to the University of Georgia’s students, not only are off-campus organizations financially supporting students, but they are also helping them to gain skills that will benefit them in future endeavors.

Federal Work-Study (FWS)
The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourages students receiving FWS assistance to participate in community service activities. The Department of Education provides money to fund jobs for students who demonstrate financial need. Students with FWS come at a great cost reduction to employing organizations; the Department of Education typically provides at least 75% of the students’ wages. The federal share of wages can be 100% in certain situations.

Student Qualifications
To qualify, students must:

- fill out a Free Application for Federal Student Aid (FAFSA) to be screened for eligibility
- demonstrate a certain amount of unmet financial need
  - Students must always demonstrate this unmet need
  - If a student no longer demonstrates unmet need at any point, they are ineligible for FWS
- be enrolled at least half-time
- be in good academic standing

Student Restrictions
There are several restrictions for students, including:

- Students are awarded a certain amount of funds for the academic year
  - This money is not guaranteed to the student, it must be earned through work
  - For the 2021-2022 academic year, the maximum amount a student can earn is $4,000 ($2,000 per semester)
  - To calculate the number of hours a student is allowed to work, divide the student’s maximum award by the job’s hourly rate
- Students cannot work during scheduled class or exam time*, which includes online classes
- Students can only work within semesters from the first day of classes until the last day of finals
- Students cannot work more than 20 hours per week
  - A work week is defined as Sunday through Saturday

*If a class or exam has been cancelled or the student is otherwise not required to attend, the student may report to work after submitting verifiable documentation to their supervisor that clearly states the exception

Off-Campus FWS Information
Work performed off campus must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community rather than work performed for a particular interest or group. Work is not “in the public interest” if it:
Primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal organization, religious order or cooperative

Involves partisan or nonpartisan political activity or is associated with a faction in an election for public or party office

Is for an elected official unless the official is responsible for the regular administration of federal, state or local government

Is work as a political aide for an elected official

Takes into account a student's political support or party affiliation in hiring him or her

Involves lobbying on the federal, state or local level

Political activity, whether partisan or nonpartisan, does not qualify as work in the public interest.

We are looking for nonprofit organizations that provide direct or indirect services in areas such as:

- Healthcare
- Childcare
- Literacy training
- Civic education
- Welfare and social services
- Transportation
- Housing and neighborhood improvement
- Public safety and crime prevention
- Emergency preparedness

100% Federal Funding Criteria
The federal share of compensation paid to students may be 100% when:

- The student is employed as a reading or mathematics tutor for preschool age children or children who are in elementary school; or
- A mathematics tutor for children in elementary school through ninth grade; or
- The student is performing family literacy activities in a family literacy project that provides to families with preschool age children or children who are in elementary school; or
- The student is employed in community service activities and is performing civic education and participation activities in a project as defined as 34 CFR 675.18(g)(4)

34 CFR 675.18(g)(4) states that civic education and related activities involve teaching civics in schools, raising awareness of government functions or resources, or increases civic participation.

Job Postings

Handshake Job Description
If you are new to Handshake, you can sign up for an account here: https://app.joinhandshake.com/employer_registrations/new. Please reach out to the Assistant Director for FWS after signing up; a few edits must be made to new accounts so outside employers can post FWS jobs. Job descriptions should include certain information in order to accurately describe the nature of the position to the student. That information includes:

- Name of position
- Classification of position
- Name and address of the student’s employer (the school public agency, nonprofit, etc.)
- Department or office in which the student will be employed
- Location where the student will perform his/her duties
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- Name of student’s supervisor
- Purpose or role of the position within the organization
- Duties and responsibilities associated with the position and how they relate to the purpose or role
- Rates of pay for the position
- General qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position
- The length of the student’s employment (beginning and end dates—eligibility typically begins on the first day of classes and ends on the last day of finals)

During the job posting process you will be given the option to mark jobs as ‘work study’. It is critical that you select this option so that only students that have been awarded FWS can view the job.

Handshake may pose limitations to what information can be included in the job description. In the event that the job description cannot be fully articulated, the above information should be made aware to the student through other means (attachment, email, printout, etc.). In Handshake, there is an option to include attachments to job description (bottom left when viewing “Job Details”). You may find it useful to include the above information in a word document and attach it as supplementation.

Step-By-Step Instructions

There is a formal process that needs to take place before an organization becomes a partner and is able to hire a FWS employee. The typical steps for that process are as follows:

1. Memorandum of Understanding
2. Establish liaison
   a. Liaison is contact person for organization responsible for ensuring compliance
3. Post job opening to Handshake
4. Select candidate
5. Candidate is hired
   a. Students will be considered UGA employees and will be hired by UGA

Role of Liaison

Each department/organization must elect 1 liaison to serve as the contact person who will receive and distribute all information as necessary from the FWS Assistant Director. Duties include:

- Collection, transmission, and retention of all timesheets. FWS employees working off campus must record all hours on timesheets. These timesheets are to be signed by all appropriate parties and emailed to OSFA at twstime@uga.edu on weekly basis no later than Monday at 8am. OSFA is required to retain all original timesheets for 5 years, so liaison must keep all timesheets until FWS Assistant Director retrieves them which typically occurs on a monthly basis.
- Ensuring FWS employees do not exceed hourly or award limits and do not work during schedules class/exam time
- Ensuring FWS employee works within eligibility dates of the semester

Role of Supervisor

- Ensuring that all work performed is congruent with the job description
  o Job description must contain the following elements: name of position, department or office in which student will be employed, location where student will perform duties, name of student’s supervisor, purpose or role within organization, duties and responsibilities, general qualifications, rate of pay, length of employment (beginning and end dates).
- Ensuring that all activities and hours recorded on timesheets are accurate and correct
- Ensuring that FWS employees do not work during scheduled class/exam time
What FWS Employees Cannot Do

All FWS employees have certain restrictions and limitations. This is especially true for FWS employees that work off-campus. Off-campus FWS employees receive Experiential Learning credit so their tasks should go beyond general office support. Instead, FWS employees should be given projects that they have a major role in implementing or that grant the students agency over the project.

The restrictions and limitations for FWS employees are as follows:

- FWS employees cannot displace employees or impair existing service contracts
  - Replacement is considered displacement
- FWS employees cannot run personal errands
- FWS employees cannot complete homework/schoolwork while on the clock
- FWS employees must not be involved in constructing, operating, or maintaining any part of a building used for religious worships or sectarian instruction
- FWS employees cannot offer unpaid, voluntary services to their employer
- FWS employees may not work during scheduled class time

Payment Information

Organizations/companies are billed monthly for their share of wages from the previous month. FWS employees are paid every 2 weeks. Billing statements will include the share of wages for each time a student was paid within a month based on the UGA Practitioner Payroll Processing Schedule. Billing procedures are as follows:

- 1st business day of each month- billable amounts are determined
- By 3rd business day of each month- billing statements sent out
- Payment due within 15 calendar days of billing statements being sent

If organization/company does not pay the full amount within the specified timeframe, the FWS employee(s) placed therein will be barred from working until payment is received in full.

Contact Information

Casey Emmett, Assistant Director, Federal Work-Study Program Management
Email: uga.fws@uga.edu
Phone: 706 542 6147