



NON-PROFIT 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. Currently UGA covers the 25% organizational portion with institutional funding leaving a 0% cost to non-profit organizations.** 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 2022-2023 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

If a student exceeds their maximum award, the employing organization will be responsible for 100% of the overage.

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

Requesting FWS Positions

Each spring, the FWS Assistant Director will send out a memo to all non-profit organization explaining how to request FWS positions for the upcoming academic year. Organizations that wish to participate then request positions via instructions in the memo. Several factors determine the number of positions that will be granted, including:

- Availability of funds
 - *Is there enough money in the budget to fulfill all requested positions?*
- Past audit performance (if applicable)
 - *Were there any findings during the internal audit from previous semesters?*
- Past usage of requested positions
 - *Did the organization use the number of positions requested in previous years?*

Each semester, OSFA conducts an audit of the FWS program (see section **Audit**). Bad audits negatively impact the likelihood of an organization receiving FWS position allocations. Similarly, if an organization department does not use the positions they requested and were granted it is unlikely they will be awarded as many positions in the future. Organizations will be informed of how many positions were granted once final determinations have been made.

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.

Timekeeping

Hours should be recorded in compliance with UGA Payroll procedures to ensure accurate and timely pay to students. FWS employees must be paid for all hours worked, and these hours for non-profit FWS employees are recorded on the FWS Off-Campus timesheet. Student must record the date, time in and out, and their activity completed daily. At the end of each workweek the FWS employee will sign their timesheet and submit it to their FWS liaison. The liaison will approve timesheet by placing their signature on it and sending the timesheet directly to fwstime@uga.edu by 8 am every Monday morning. Timesheets missing signature and information will not be processed for payroll until corrections are made. Students are not allowed to turn in their timesheets directly to the FWS program. All timesheets must be approved and sent by the FWS liaison.

FWS Off Campus Timesheet: https://osfa.uga.edu/sites/default/files/FWS_Off-Campus_Timesheet.pdf

Auditing

Each fall and spring semester, organizations will be audited to ensure compliance with FWS and OSFA policies. Typically, the criteria that will be evaluated includes the following:

- Hours reported correctly
- No class/work overlap*
- Hours do not exceed 20/week

OSFA practices a 3-strike policy regarding audits:

- 1st strike: warning from OSFA
- 2nd strike: meeting with FWS Assistant Director and corrective action plan discussed
- 3rd strike: FWS positions and future allocations revoked

*students are not allowed to work during scheduled class/exam times (finals and online classes, included). However, an exemption can be made if the student is not required to attend the class/final and provides verifiable proof prior to the FWS Assistant Director before reporting to work. It is recommended that liaisons request a copy of the student's schedule after drop/add ends as well as a copy of each syllabus.

Online/hybrid/asynchronous classes can be difficult to assess regarding attendance requirements. If the syllabus does not provide a clear answer, the student should reach out to the professor for clarification on if attendance is required.

Job Postings

Handshake Job Description

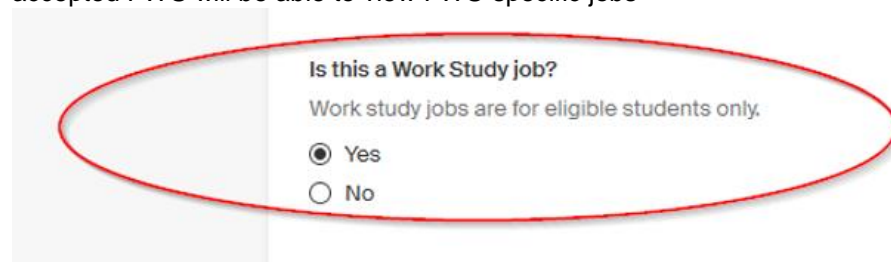
If you are new to Handshake, you can sign up for an account here:

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
- 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 have the option to mark the job as Work Study. **It is imperative that the job is marked as Work Study.** Only students that have been awarded and have accepted FWS will be able to view FWS-specific jobs



The screenshot shows a section of a job posting form. A red oval highlights the question "Is this a Work Study job?" and the two radio button options below it. The text "Work study jobs are for eligible students only." is displayed above the options. The "Yes" option is selected with a filled radio button, while the "No" option is unselected with an empty radio button.

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.

When can a student work?

A student may work each semester that they have been awarded FWS, which is typically the fall and spring semesters. **The first day of FWS work eligibility is always the first day of classes for the semester, and the last day of FWS work eligibility is always the last day of finals for the semester.** Students cannot work over Winter Break; however, students are permitted to work during Spring Break.

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
 - a. Complete [Off-Campus Hiring Form](#)
5. UGA Hiring proposal
 - a. FWS Assistant Director will provide student with information regarding hiring proposal
6. Candidate is hired
 - a. FWS Assistant Director will notify student and liaison of official start date
 - b. FWS Assistant Director will provide student with additional documents and timesheet

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 fwstime@uga.edu on weekly basis no later than Monday at 8am.** OSFA is required to retain all original timesheets for 5 years.
- Ensuring FWS employees do not exceed hourly or award limits and do not work during scheduled 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
 - 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

Terminating employment

Pursuant to USG policy, student employees are considered temporary employees. Further, a temporary employee may be separated at any time for any reason without notice and either the employer of the employee can end the employment relationship. Such separation is not grievable or subject to appeal. This means that if a student employee is not working out, you may terminate their employment. You do not need permission from the Office of Student Financial aid to terminate, but it is suggested that mitigating steps are taken to improve work performance.

A Disciplinary Action Form (see example below) is an effective way of formalizing the process by clearly expressing the unsatisfactory action(s) of the employee as well as a plan for resolution.

Disciplinary Action Form

To: _____ Department: _____
Employee Name

Disciplinary Action: _____ Initial Counseling *
_____ Oral Warning*
_____ Written Warning
_____ Written Warning & Suspension
_____ Final Written Warning
_____ Discharge

Your performance has been found unsatisfactory for the reason(s) set forth below. Your failure to improve or avoid a recurrence will be cause for further disciplinary action in accordance with the **Regent University Progressive Discipline Policy**.

Details: _____

Agreed-upon improvement plan:

Date of next meeting for follow-up: _____

A copy of this warning was personally delivered to the above employee by:

Supervisor

Date

I have received and read this warning notice. I have been informed that a copy of this notice will be placed in my personnel file in Human Resources (except in the case of initial counseling).

Employee

Date

* Completion of this form for Initial Counseling or Oral Warning shall serve as documentation only and should not be filed in the employee's personnel file unless the matter proceeds to the Written Warning step of progressive discipline.

*While you are free to use this template, this is an example. There is no required form or format.

If poor work performance continues after discussing it with the student employee, you may want to repeat the process or move forward with termination.

To submit a termination please use the following form:

[FWS Employee Termination Form](#)

Pay

Wage rates for off campus FWS jobs may be between **\$11.00-\$15.00/hour** and determined by the organization. Wage rates should correspond to the job function, complexity and years of service.

Contact Information

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