



ON-CAMPUS FWS GUIDEBOOK 2024-2025



UNIVERSITY OF GEORGIA

**On-Campus Guidebook
University of Georgia
Table of Contents**

Note to Departments 2

Federal Work-Study (FWS) Guidebook 2

Overview 2

Requesting FWS Positions 2

Departmental Responsibilities..... 3

 Role of Liaison 3

 Role of Supervisor..... 3

 Role of Student 4

Important Information from the Human Resources Office 7

 Forward 4

 Non-Discrimination and Anti-Harassment Policy 4-5

 Non-Discrimination, Diversity, and Equal Opportunity Employment..... 5

 Employment 5-6

 Tax Information 6

 Compensation 6-7

 Benefits Eligibility 7

FWS Awards 7

Posting Job Descriptions..... 7-8

Hiring a FWS Employee..... 8-9

UGAJobs Direct Hire Working Title..... 9

Federal I-9 Process Information..... 9

Position Funding 10

Auditing 10

What Can't FWS Employees Do? 10-11

When Can a Student Work? 11

Evaluating Work Performance 12

Terminating Employment 12

Pay..... 13

Multiple Jobs..... 13

The Equal Employment Opportunity Commission..... 13

Contact Information..... 13

Note to Departments

The University of Georgia values the various departments throughout its campus. UGA appreciates these departments for providing conveniently-located jobs to its students. These departments help to support UGA through the employment that they provide to student employees. By providing jobs to the University of Georgia's students, not only do on-campus jobs provide financial support for students, but they also help students to gain skills that will benefit them in future endeavors. The purpose of this guidebook is to provide information about employing federal work-study employees. Please refer to this guidebook as often as needed.

Federal Work-Study (FWS) Guidebook

Please refer to this guidebook whenever needed. Periodically, the guidebook will be revised with updated information and the new iteration made available to all liaisons and supervisors.

Overview

Federal Work-Study (FWS) is a federal, campus-based program that provides students with the opportunity to earn money by obtaining a part-time job on or off campus. FWS is considered need-based and only available to students who demonstrate a certain amount of financial need. To determine eligibility, students must complete a Free Application for Federal Student Aid (FAFSA).

To participate, each department, company, and organization must understand and comply with all policies and regulations related to the FWS program.

Each year, the Department of Education provides money to colleges and universities to fund jobs for students. Student eligibility is determined by financial need. The idea is that students who need extra help paying for college expenses have the opportunity to do so by getting a job. **To incentivize universities to participate in FWS, funds from the Department of Education provide 75% of wages while the university is only responsible for the remaining 25%.** That means for a student earning \$12.00/hr., the university department employing the student only pays \$3.00 each hour the student works. The stipulation is that the 25% match cannot come from a federally-funded account. If a student is awarded a \$2000 FWS award for the semester and the student earns the total allotment of their award, a total of \$1500 would be funded by FWS funds and \$500 by the employing department.

Requesting FWS Positions

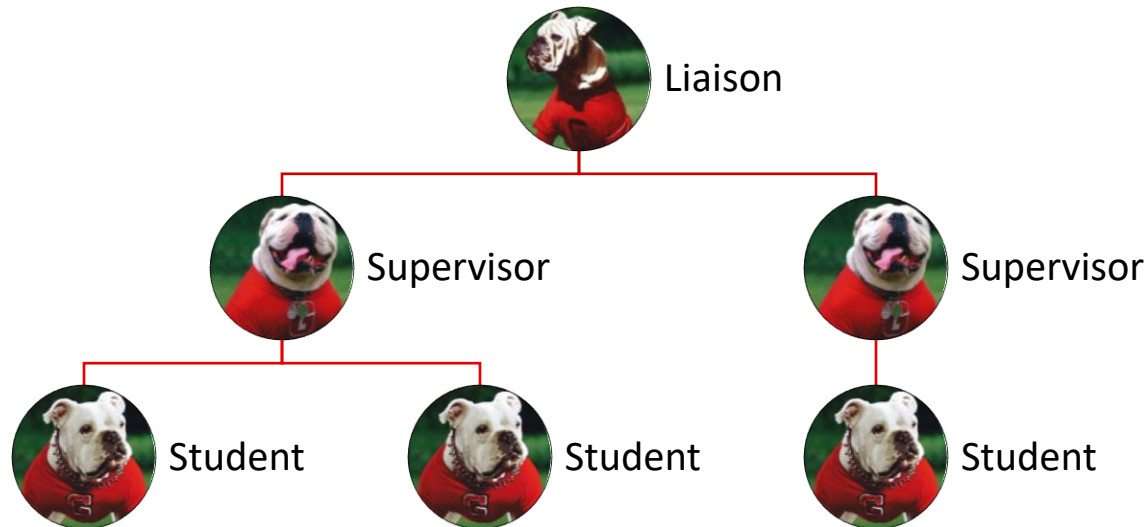
Each spring, a memo is sent out across all departments of the university explaining FWS and how to request FWS positions for the upcoming academic year. Departments that wish to participate then request positions via instructions in the memo. Several factors determine the number of positions that will 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 department 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 a department receiving FWS position allocations. Similarly, if a department does not use the positions they requested and were granted it is unlikely they will be awarded as many positions in the future. Departments will be informed of how many positions were granted once final determinations have been made.

Departmental Responsibilities

Each department sets up a basic framework that consists of liaison, supervisor(s) and student(s).



Role of Liaison

Each department **elects 1 individual to serve as their FWS Liaison**. The liaison can be any full-time, non-student employee in the department. The liaison's responsibilities are as follows:

- Receive and disseminate all information and correspondence related to the FWS program to the appropriate parties which include supervisors, students, business managers, and HR practitioners.
- Ensuring all policies, procedures, and regulations related to the FWS program are understood by all parties and executed properly. This includes job posting, position funding, scheduling, and monitoring award usage among others.
- **The liaison must complete Annual FWS Liaison/Supervisor training.**

You can find more information, including helpful tools to perform this role here:

https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/liaison-responsibilities/.

Role of Supervisor

Each department can elect as many supervisors as needed. Supervisors can be any full-time, non-student employees in the department. Liaisons can also act as supervisors. The Supervisor's responsibilities are as follows:

- Ensuring all policies, procedures, and, regulations related to student job functions are understood by all parties and executed properly. This includes providing work assignments, supervising and monitoring hours worked, ensuring time is reported correctly, monitoring award usage, and discussing work performance with students as needed among others.
- Supervisors must approve the student's time each pay period; batch approval is NOT allowed.
- Supervisors must also ensure that FWS employees are not working during their scheduled class time as listed on their official UGA schedule for each semester employed.

Role of Student

The student is responsible for following all rules as presented to them by the supervisor and liaison as well as those rules associated with accepting the FWS award. When a student accepts their FWS award, they agree to:

- Monitor award usage
- Clock their time in and out for each work day, elapsed time is NOT allowed
- Alert supervisor or liaison of any changes to their award that may impact FWS eligibility
- Maintain satisfactory work performance
- **Not work during scheduled class/exam time or during other times of ineligibility**

When a student accepts their FWS award, they are also expected to be aware that:

- FWS jobs are not guaranteed
- Eligibility must be maintained at all times
- **Students are considered temporary employees and as such can be separated at any time for any reason without notice or subject to appeal.**

You can find more information about the student's role here: https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/student-responsibilities/.

Important Information from the Human Resources Office

Foreword

The following information and guidelines pertain to the University System of Georgia's Human Resource policies and practices in relation to student employees. It is not meant to be comprehensive. Those in pursuit of further details regarding any of the information below should contact their supervisor or the Human Resources department. The following policies and procedures are susceptible to modification or discontinuation.

Non-Discrimination and Anti-Harassment Policy

The University of Georgia ("the University") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Bias based on the protected categories of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status will not hinder employment, study or institutional services, programs or activities. Bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, or volunteers or participants in or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias.

The University will follow the Board of Regents Student Sexual Misconduct Policy 6.7. All allegations of discrimination and harassment not covered by the Board of Regents Student Sexual Misconduct Policy based on the protected categories will be handled pursuant to this Policy.

Every member of the University Community is expected to uphold this Policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this Policy as a condition of enrollment, and every University employee has an obligation to observe University policies as a term of employment.

In addition, one aspect of performance appraisal for University personnel at all levels of supervision and administration will include the qualitative evaluation of their leadership in implementing this Policy. Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment.

Nothing in this Policy prevents a University Community member from filing a complaint with a state or federal agency or court.

Non-Discrimination, Diversity, and Equal Opportunity Employment

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, disability, or veteran status be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established.

The University System of Georgia is committed to providing equal employment opportunity for all persons regardless of race, color, sex, religion, creed, national origin, age, disability or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Every member of the University System of Georgia is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All University System of Georgia employees are expected to ensure that nondiscriminatory practices are followed at their institution.

Employment

Student Employee/Work-Study Classification

Student employees are considered temporary and include graduate assistants and student workers. Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

- A temporary employee is non-benefits eligible
- A temporary employee does not have an expectation of long-term employment
- A temporary employee may be full-time or part-time

A temporary employee may not exceed a total of 1,300 hours worked in a 12-month period. A temporary employee who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position.

A temporary employee may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.

Background Checks

Students, temporary employees, and volunteers serving in **positions of trust are required to have a background check prior to hire**. Positions of trust involve responsibilities demanding a significant degree of public trust as defined below, with a significant risk of causing damage or realizing personal gain. Primary responsibilities include, but are not limited to **direct interaction or care of non-student minors or direct patient care, security access, financial/fiduciary, property access, or executive positions**. An institution may also elect to perform reference checks and/or background investigations on students, temporary employees, and volunteers who are not in positions of trust.

Background checks shall include, at the minimum, the following:

- A. A state and federal criminal history check covering a minimum of seven (7) years. Institutions may require state and federal criminal history checks covering more than the minimum of seven (7) years for specified Positions of Trust;
- B. A nationwide sex offender search;
- C. A social security number verification;
- D. An academic and professional credentials check for all professional, faculty, and academic positions in accordance with accreditation and professional standards and requirements; For employees with a professional license related to job responsibilities, a review of any disciplinary actions to include suspensions and revocations; and
- E. A credit check for the applicable positions.
- F. Specified Positions of Trust positions may require more than the minimum seven (7) years state and federal criminal history check.

A candidate will be disqualified for employment for having a criminal drug conviction or offense, being convicted of a felony or crime involving moral turpitude, unless the applicant has been pardoned, providing any false statement of material fact during the screening process, or being a member of an organization advocating the violent overthrow of the United States or State of Georgia government.

Tax Information

FWS income is subject to Federal and State payroll taxes, however, FICA taxes (Social Security and Medicare) are exempt. For additional questions regarding taxes please contact the University of Georgia's Human Resources Department directly at hrweb@uga.edu or 706-542-2222.

The student's tax documents such as W-2s can be found by logging into the OneUSG portal and clicking on the 'Payroll' tile and then 'Taxes.'

Compensation

Time Reporting

FWS students must report their hours worked to their supervisors. The Student's timesheet is accessed on the OneUSG Connect Portal. 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. Either the student, liaison, or supervisor can input the hours, but a supervisor/liaison must approve the hours before the end of each pay period. Work hours should not be added to the student's timesheet before actually working. **All days MUST have an in and out time for each day worked. Elapsed time is NOT allowed.** Supervisors or liaisons must verify and approve hours worked by students each pay period. **Batch approval is not allowed.**

Normal Time Example- Acceptable

20 Feb	Monday Reported 4.00 /Scheduled 4.00	1:00:00PM			5:00:00PM				Approved
21 Feb	Tuesday Reported 0.00 /Scheduled 4.00								New
22 Feb	Wednesday Reported 4.00 /Scheduled 4.00	1:00:00PM			5:00:00PM				Approved

Elapsed Time Example- Unacceptable

07 Feb	Tuesday Reported 5.00 /Scheduled 2.00						5.00		Approved
08 Feb	Wednesday Reported 6.00 /Scheduled 2.00						6.00		Approved

Payment of Wages

FWS funds are paid directly to the student every 2 weeks based on the number of hours worked during each 2-week pay period. Payment is usually made to the direct deposit account the student sets up upon onboarding for their FWS position otherwise a check will be issued and sent to the student's address on file. **FWS funds are not applied to the student's university bill or student account balance. FWS awards are not applied toward tuition, fees, or other charges due.**

Benefits Eligibility

Student employees are non-benefits eligible.

FWS Awards

Students are awarded a certain amount of FWS funds depending on their unmet financial need. The maximum amount may vary each year, but \$4,000 (\$2,000 fall, \$2,000 spring) is typically the maximum amount. Students can earn *up to* that amount, or whatever their maximum amount is. It is the student's responsibility to inform the supervisor and/or liaison of their award, but it is also incumbent upon the supervisor/liaison to obtain this information as well. The supervisor/liaison must confirm the student's FWS award amount with the Office of Student Financial Aid.

Because FWS awards depend on unmet financial need, they are always potentially subject to change. If a student's unmet need changes, the FWS award may also change. **Late scholarship additions or other types of financial aid may require a reduction or cancelation of a student's FWS award.** For instance, if a student was awarded \$2,000 for the fall semester but receives a \$1,000 scholarship around midterms, the FWS award may have to be adjusted to \$1,000 to accommodate the scholarship. Students cannot be awarded more financial aid funds than their cost of attendance or financial need allows.

As a courtesy, the Office of Student Financial Aid monitors award usage and will send periodic updates when a student is approaching their maximum award. Please be aware that the information needed to generate these updates is not always up to date, so it is critical that the supervisor, liaison, and student all monitor award usage. There is a tracking sheet located on the right-hand side menu under "Liaison Responsibilities" here: https://osfa.uga.edu/types-of-aid/undergraduate/federal_work-study/liaison-responsibilities/. Additionally, the liaison will be contacted as soon as any changes to awards are made aware to the Office of Student Financial Aid, but again this is a courtesy and should not supplant award usage monitoring.

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

Posting Job Descriptions

FWS jobs are posted on Handshake. **All job descriptions MUST include the following information:**

- Name of the position (FWS_____)
- Classification of the position (e.g. Business Assistant I, Business Assistant II, etc.)
- Name and address of the student's employer
- 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 related to the role
- Rates of pay for the position (include this link as well: <https://osfa.uga.edu/types-of-aid/federal-work-study/liaison-responsibilities/>)

- General qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position
- The length of a student's employment (beginning and end dates). Eligibility per semester is the first day of classes through the last day of finals.
- Procedures for determining a student's rate of pay when a position has multiple rates
- Evaluation procedures and schedules.

Upon creating the job posting on Handshake **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. At this nexus, only FWS-eligible candidates will be able to apply for FWS-specific jobs. This will ensure that the intended employee is or was FWS eligible.

Example:

Position details

Job title

FWS OSFA Peer Financial Counselor

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- ✓ Keep it concise at 2-5 words.

Position type

Job

Internship

On Campus Student Employment

Other

Work-Study program

Back

Continue

Hiring an FWS Employee

Before hiring an FWS employee **the hiring department must ensure that they are considered a current partnering FWS department, have been allocated FWS positions for the current fiscal year, and have completed the required Annual FWS Liaison Training.** Any questions regarding this should be directed to ugafws@uga.edu. After an applicant has been selected for hire, there are a few things that need to happen. **Please follow the steps below in order:**

- 1) The hiring department's FWS Liaison will **submit** the [FWS Hiring Information Form](#) for each hire
- 2) **Receive official approval via email to hire the selected student from the FWS department:** the FWS department will review the form, confirm that the student is still FWS eligible, confirm the FWS award amount, and officially approve the student's FWS eligibility authorization for the hiring department

- 3) The hiring department will **create an 18W (Federal Work-Study) position** in UGAJobs under the “Position Management” section to seat selected hire into ([Creating a New Student Position](#))
- 4) The hiring department will **create a Direct Hire Job Posting** under ‘Grad/Research/Student/Temp positions’ in the ‘Applicant Tracking System’ section of UGAJobs, **job title must not include FWS, Federal Work-Study, or Work-Study** ([Creating Direct Posting](#))
- 5) The hiring department will **provide the selected hire with a link to the direct hire job posting** generated from UGAJobs so they can submit an official application
- 6) The hiring department will **submit a Hiring Proposal** to HR for approval in UGAJobs ([Generating a Hiring Proposal](#))
- 7) **Receive ‘all approvals obtained’** from HR and the selected hire’s official start date
- 8) The **student will complete the I-9 Process** with HR within 3 business days of being hired

For more information on how to navigate the UGAJobs process including creating postings, positions, and hiring proposals please contact Central Human Resources at 706-542-2222 or hrweb@uga.edu.

New FWS Liaisons/Supervisors who do not have access to UGAJob must complete the [UGAJobs User Request Form](#) with HR to receive access to the system to begin the official hiring process for the selected student.

A new [FWS Hiring Information Form](#) MUST be submitted for each student hired, even if they are returning from the previous school year.

UGAJobs Direct Hire Working Title

When creating a **Direct Hire Job Posting** under ‘Grad/Research/Student/Temp Positions’ in the ‘Applicant Tracking System’ section of UGAJobs **the job title must not include FWS, Federal Work-Study, or Work-Study**. **Only use** the job titles including **Student Assistant** or **Student Worker**. You will be advertising the student’s financial aid status to the University Directory and on the Student’s UGA Email which is open to the public if you label the student as FWS.

Example of what NOT to do

Federal Work Study- Lab Assistant
 Work Study Student
 Work Study Student Assistant
 Front Desk FWS



Instead

Lab Assistant Student Worker
 Student Worker
 Student Assistant
 Front Desk Student Worker

Federal I-9 Process Information

The Federal Form I-9 MUST be completed within 3 business days from the FWS employee’s start date. Completion of this information is required for employment. It is the hiring department’s responsibility to ensure that the FWS employee completes this process within the allotted timeframe. **FWS employees must be sent home on the 3rd business day after hire if this process has not been completed and may not return to work until this process is completed with HR.**

FWS employees will present their work authorization documents to Central HR located on S. Jackson St next to the North Campus Parking Deck. They may call their office directly at 706-542-2222 to learn if an appointment is necessary. More information regarding a list of acceptable documents can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. It is recommended that the hiring department remind the student upon being selected for the position and before officially hiring the student through UGAJobs that the student will need to complete the upcoming I-9 process so that the student will have enough time to gather the necessary documents. Sometimes students do not have these required documents with them at school and must get them from home, which may be out of town.

Position Funding

Once you receive an official start date from HR you will fund the FWS employee's position in OneUSG Connect. FWS positions are funded with 2 combo codes: 1 Departmental and 1 Federal. **25% of the position should be funded by the hiring department's combo code. The remaining 75% of the position should be funded by the Federal Work-Study combo code.**

For 2024-2025, the Federal Work-Study combo code is: **18420130001016**

You can find more information about the directions for the funding process here: [Position Funding Guide](#)

Position Funding Example from 2022-2023 (Note: Example is NOT Current FWS Combo Code)

Current	Fringe	Chartfield Details	>		
	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details
1		18420130001010		75.000	ChartField Details ← FWS Combo Code
2		18420130001012		25.000	ChartField Details ← Department Combo Code

Auditing

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

- Hours reported correctly in OneUSG Connect
- 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 reporting to work. It is recommended that supervisors request a copy of the student's schedule after drop/add ends as well as a copy of each syllabus. **Documentation for approved work/class overlap must be emailed to ugafws@uga.edu.** Acceptable documentation may include a class syllabus, official assignment/class schedule, email from student's professor, or a screenshot from an eLC announcement.

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.

What can FWS Employees do?

FWS employees are able to address business needs in a variety of ways, including but not limited to:

- Administrative tasks
- Customer service
- Marketing

- Laboratory tasks
- Research

An FWS employee can earn academic credit as well as compensation for FWS jobs. However, a student employed in an FWS job and receiving academic credit for that job may not be:

- Paid less than he or she would be if no academic credit were given
- Paid for receiving instruction in a classroom, laboratory, or other academic settings
- Paid unless the employer would normally pay a person for the same job

What can't FWS Employees do?

While FWS employees can perform a wide range of duties, there are limitations. FWS employees

CANNOT:

- **Displace employees** (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with FWS students. Replacement is interpreted as displacement. Replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the full-time employee with a student position paid with college funds
- **Be employed in positions that involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction**
- Violate the Fair Labor Standards Act of 1918, as amended, which prohibits employers from **accepting voluntary services from any paid employee**. Any student employed under FWS must be paid for all hours worked
- **Supervise other FWS employees or other student workers**

Work performed off-campus must be in the public interest. Work in the public's 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.

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 during Winter Break as an FWS (18W) classification but may be moved temporarily to a Student Assistant (18T) classification with 100% departmental funding over Winter Break. Students are permitted to work during Spring Break. FWS awards are not currently offered during the Summer.

Evaluating Work Performance

Evaluations can be very beneficial for student employees. Receiving feedback and constructive criticism on work performance will help the student employee learn their strengths, weaknesses, and any areas of improvement. Evaluations are not required, but there is a form available: [Student Employee Evaluation Form](#). If a form is completed, a copy should be sent to the Assistant Director for FWS Programs.

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 or 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 an FWS employee, 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. How terminations are approached is up to the department.

If a termination is needed please follow the steps below:

- 1) Request official Termination Request in OneUSG Connect: [Termination Request Instructions](#)
- 2) Submit Notice of Termination to FWS Department: [FWS Employee Termination Form](#)

Pay

Wage rates for on campus for FWS jobs for the 24-25 year may fall be between **\$11.50-\$14.50/hour** and are determined by the department. Wage rates should correspond to the job function, complexity and years of service. **Departments must also pay students comparable wages for similar jobs and years of experience.** That means that if you have two work study students with the same amount of experience and same job title, like front desk assistant, they should be paid at the same rate. This also applies to positions that employ both Student Assistants and FWS employees completing the same job, they should also be paid at the same rate.

Multiple Jobs

Students may be employed in a Student Assistant (18T) position and Federal Work-Study (18W) position at the same time, however, students employed in both positions can only work a maximum of 20 hours per week between both positions.

The Equal Employment Opportunity Commission

As a federal contractor, the University of Georgia is required to provide information regarding employee rights and pay transparency. For more information please review the following "[Know Your Rights: Workplace Discrimination is Illegal](#)" and "[Pay Transparency Nondiscrimination Provision.](#)" If you have any questions about this or other information related to discriminatory harassment or discrimination in the workplace, please feel free to reach out to UGA's [Equal Opportunity Office](#) for assistance.

Contact Information

Emily Baldwin, Assistant Director, Federal Work-Study Program Management

Email: ugafws@uga.edu

Phone: 706-542-6147