

GUIDELINES FOR OFFICE OF COMMUNITY SERVICE AND VOLUNTEERISM
WORK-STUDY STUDENTS

The Office of Community Service and Volunteerism is delighted to offer the opportunity to earn work-study in the community. We want to ensure that you understand both your responsibilities and ours with regards to this potential employment.

QUALIFYING WORK

There are three types of jobs through OCS: literacy, community-based (that is not literacy) and OCS office staff.

Literacy (only federal work study students are eligible): Work submitted under the literacy category must be direct instruction time or training. It can be one-on-one tutoring of a child or adult, assisting in a classroom, or instructing a group of people. Preparation time does not qualify as literacy work. You must be a federal work study student to qualify for work-study in a literacy program. (See Tutoring Programs for list of approved programs)

Community-based/non-literacy: Non-literacy work is any other type of work in the service of the community. This can include administrative work in agencies, artistic support, and programmatic support, provided it has been approved as a work-study job.

OCS Office Staff: OCS supports program coordinators to run volunteer programs and van drivers to transport students to and from their work-study/volunteer sites.

All time submitted for work-study funds must be in direct assistance to a community agency or individual, or in the work of supporting such efforts (as is the case with OCS office staff).

No monies can be paid for work not directly benefiting the community.

PROCEDURE FOR APPLICATION

All students who are interested in collecting work-study funds for community service positions must adhere to the following procedure:

1. Meet with the OCS Director to discuss placements.
2. Fill out the "Employment Questionnaire".
3. Await approval from the Director. Once you are approved, you may submit hours from the day you submitted the questionnaire and forward. **NOTE: It is imperative you submit the paperwork as you will not be paid for any community work you do before completing the paperwork.**
4. Re-apply every academic year, or when you'd like to switch from one community service job to another.
5. Submit time sheets weekly.

TIME SHEETS

OCS time sheets must be filed every week and are due by Friday at 5pm. Time sheets can be found in the OCS and on-line www.wesleyan.edu/ocs/workstudy.htm and must be filled out completely and accurately. This includes:

- the pay period
- your personal information – legibly write your name and Wes ID
- the actual times you worked (not just number of hours) on each day
- total number of hours per week
- agency or program with which you're employed
- your signature and that of your on-site supervisor

If there is an error with your time sheet or your supervisor has not signed it, you will not be paid for that pay period until it is corrected. If you forget to submit a time sheet, please notify the director.

INDIVIDUAL WORK-STUDY LIMITS

As a work-study student, you are granted a certain allocation each semester. It is imperative that you know your allocation, and it is your responsibility not to exceed that amount. Keep in mind that if you have more than one work-study job, you must track your total amount earned. Once you utilize all of your work-study funds, OCS will no longer pay you for your community work. It is imperative that you submit your time sheets on a weekly basis so you can get paid for all of your work until you have utilized your allotment. You must also check **each semester** that you continue to qualify for work-study and that there has been no change in your status. Of course, you and your family are responsible for all paperwork required to ensure your continued enrollment in the work-study program.

THE ROLE OF THE OFFICE OF COMMUNITY SERVICE (OCS)

OCS primarily serves as a resource to connect students interested in volunteering in community service positions with agencies or programs in need of assistance. Through a government initiative, OCS is able to offer community based jobs. For those jobs providing literacy training to community members, the government will reimburse 100% of the funds paid to students who have federal work-study. However, for non-literacy jobs (i.e. assisting theatre organizations, providing administrative support, research, etc.), the government pays 75% for students who have federal work-study, and OCS is responsible for the remaining 25% of funds paid. For students who have "term-time" work-study, the OCS pays 50% of the salary. And for non work-study students, the OCS pays 100% of the salary. As a result, we are limited in the number of work-study positions we can offer to students through our office.

YOUR COMMITMENT TO SERVICE

As previously stated, OCS is delighted to offer you the opportunity to be employed in the community as a work-study student. This type of work requires a high level of commitment to the people you are serving. As a tutor, the development of a relationship with your protégé is paramount to be successful. As support staff in a community-based agency, you are relied upon to assist with agency needs. We expect that when you accept a community service work-study job, you will honor the duration of the commitment to the agency or individual (usually one semester or one year). If you should exceed your work-study allotment, we encourage you to complete your committed hours as an unpaid volunteer.

QUESTIONS OR CONCERNS

All questions and concerns should be brought to the attention of the OCS director, who is the only person authorized to make decisions regarding your work-study position.