

COMMUNITY SERVICE WORK-STUDY STANDARDS AND PROCEDURES 2014-2015

Feinstein Center for Service Learning & Community Engagement
Roger Williams University

All questions about the Community Service Work Study Program should be directed to:

- K.C. Ferrara, Director, Feinstein Center at kferrara@rwu.edu or 401-254-3765
- Erin Morrisette, Community Service Work Study Coordinator at service@rwu.edu, or 401-254-3787

All questions regarding your financial aid award should be directed to the Financial Aid office at 401-254-3100, located on the first floor of the Administration Building.

WORK-STUDY LOCATIONS

- ◇ You may only hold a community service work-study position at a non-profit agency.

“A non-profit organization is one in which no part of the net earnings of the agency benefits any private shareholder or individual. The organization must be incorporated as a non-profit under federal or state law. Work done at the agency must be done in the public interest.” *From the 2003-2004 Federal Work-study Compliance Manual*

- ◇ **You may *not* work at a for-profit business.**
- ◇ **You may *not* earn academic credit and work study funds at the same time.**
- ◇ ***Practicum or student teaching or credit-bearing internship will not be approved as community service work-study positions.***
- ◇ ***You cannot be paid by the agency at the same time you are being paid work-study funds.***
- ◇ You may work at a religious institution, but the work you do may not be religious in nature (i.e. you can coach CYO basketball but may not teach Sunday school) or take place in a worship space (i.e. you cannot paint a chapel but you can paint an office).
- ◇ You may hold two work-study positions only if at least one of them is a community service work-study position. One may be on-campus, or both may be community service work. In the case of multiple positions, you must list all work-study employers with our office.
- ◇ It is the student’s responsibility to keep track of monies earned and not exceed their federal work-study award. The Feinstein Center for Service Learning and Community Engagement Coordinator will receive periodic updates about students’ status in regard to their award limit.

PAYABLE TIME

- ◇ Travel time is payable time. Please be reasonable in your estimates.
- ◇ Training time is also payable time. This includes training directly related to the tasks of your job or training needed to satisfy requirements for the job (i.e. CPR/First Aid, OSHA, etc.)

KRONOS/TIME SHEETS

- ◇ Because the University is changing timekeeping systems, complete information about timesheets is not available. It will be sent to you electronically.

WORKPLACE SITUATIONS

The Feinstein Center for Service Learning and Community Engagement Coordinator is your official supervisor, but you also have a site supervisor at the agency. Any problems you encounter at the agency should be reported to your site supervisor immediately. These include injury, illness, and theft of personal items.

If you encounter situations on site that make you uncomfortable for any reason at all, and you feel that you cannot speak to your site supervisor, please contact the Director of the Feinstein Center immediately!