

# COMMUNITY SERVICE WORK-STUDY STANDARDS & PROCEDURES 2016-2017

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

- K.C. Ferrara, Director, Feinstein Center at [kferrara@ruw.edu](mailto:kferrara@ruw.edu) or 401-254-3765
- Community Service Work Study Coordinators at [service@rwu.edu](mailto: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 and located on the first floor of the Administration Building.

## APPROVAL

Students may only begin to work at a site after the Feinstein Center has received a signed off-campus work study agreement, Financial Aid has processed the Payroll Authorization packet, and Environmental Health and Safety (EHS) has approved the job description.

## WORK-STUDY LOCATIONS

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

“A private non-profit organization is one in which no part of the net earnings of the agency benefits any private shareholder or individual. An 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. 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.”

*From the 2016/2017 Federal Work-study Compliance Manual,  
Chapter 2, page 69.*

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.

As an RWU employee, you are not permitted to sign a liability waiver from the host site. If you are asked to do so, please contact the Feinstein Center for assistance.

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.

## **ADDITIONAL PAYABLE TIME**

Training and meetings are payable time. This includes meetings called by the site supervisor or the CSWS supervisor. This also 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.)

## **ADP/TIME SHEETS**

RWU understands the unique circumstances surrounding off-campus work study positions. As there are no time clocks located at off-campus locations, all CS WS students must complete paper timesheets and submit the to the Feinstein Center.

**In order for RWU to be in compliance with Department of Labor regulations, students must be paid in a timely manner. Therefore, it is imperative that students submit timesheets every two weeks according to the schedule set by the Payroll office (see attached).**

Students who cannot come to the Feinstein Center during business hours may place timesheets in the mailbox outside the front door or email/fax a signed copy.

If a student fails to submit a timesheet by the deadline, it will be processed with the next available payroll run (usually 2 weeks later).

***Any student caught submitting false or inaccurate timesheets will be reported to the Financial Aid office and risk losing their work study award.***

## **OFF-CAMPUS WORK STUDY AGREEMENTS**

The federal government requires RWU to hold a signed agreement with all work study sites. The Feinstein Center will contact the supervisor at your site to facilitate this.

## **TRANSPORTATION**

Students are responsible for their own transportation to their work site.

Students are encouraged to utilize RWU shuttle or RIPTA to reach their CSWS sites whenever possible.

Students are not permitted to operate or be a passenger in vehicles owned and operated by the agency for whom they work. For example, a student may not take the food pantry van to pick up a donation and bring it to the pantry.

Students who have been approved as Authorized Drivers may utilize UOE fleet vehicles (depending on availability). Contact the Director of the Feinstein Center to start the Authorized Driver process.

The complete RWU Motor Vehicle Policy can be found at <http://rwu.edu/sites/default/files/downloads/ehs/rwu-mvu-policyweb.pdf>

## **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!

## **WORK STUDY SAFETY GUIDELINES**

The Roger Williams University Department of Environmental Health and Safety (EH&S) develops and implements programs aimed at protecting the safety and well-being of the campus community. EH&S assists with and monitors compliance with local, state and federal statutes, as well as regulations pertaining to occupational health, safety and environmental protection. As such, EH&S has established this "Safety Conditions Checklist" for off-campus sites who will be hosting Roger Williams University Work Study Students.

Prior to hosting a University work study student please review the following to identify the working conditions and physical demands which relate to the essential functions of the position. All required training must take place before the work study student begins to perform services.

- If the position will be directly exposed to any hazards in the work environment such as chemicals, commercial products (oil, cleaning solvents), blood borne pathogens, or any other materials deemed hazardous by local, state or federal regulations, proper training and Personal Protective Equipment (PPE) must be provided by the host site. PPE includes such items as: protective eyewear, laboratory coats, appropriate gloves, hearing protection, respiratory protection (pursuant to the host site's Respiratory Protection Plan), safety shoes and hard hats.
- If the position involves lifting, the maximum lifting required shall be forty (40) pounds with proper safe lifting training techniques provided.
- If the position involves landscaping work, proper training is required for all equipment. Proper PPE is also required.
- Students may not work on ladders higher than ten (10) feet or on any roof.
- Students may not work in confined spaces.
- Students may not use powered industrial vehicles (fork/reach/bucket lifts) or other industrial powered machinery that requires special certifications.
- Students may not operate their own motor vehicles or the host site's motor vehicles as part of their duties.

- Students must be informed of emergency evacuation procedures and protocols for the areas that they will be working in.
- Students may not be engaged in high risk duties that require specialized training. Questions or concerns about whether the University would consider an activity to be high risk should be directed to the University's Department of Environmental Health and Safety at (401) 254-3494.