FEDERAL WORK STUDY HANDBOOK
2020-2021

Office of Financial Aid
New York Academy of Art
111 Franklin Street
New York, NY 10013

Effective 7-1-2020 through 6-31-2021
INTRODUCTION

The policies and procedures described herein do not constitute a contract of employment. The policies and procedures within this handbook will automatically renew as of July 1 each year and/or will provide a revision date on the first page of this document if changes occur at any time. The Office of Financial Aid reserves the right to amend this manual at any time and to change or discontinue any policy and must notify all students and supervisors of any and all changes.

FEDERAL WORK STUDY PROGRAM OVERVIEW

Federal Work-Study (FWS) is a federally funded program by both the Department of Education and the New York Academy of Art. This program provides part-time jobs for first- and second-year students with significant financial need and is administered by an FWS Administrator, the FWS Committee and the Office of Financial Aid, in accordance with the law, federal regulations, and with instructions from the United States Department of Education.

Students who participate in the program have an opportunity to work on- or off-campus in order to earn money to help with school expenses while gaining valuable work experience. Participation in the FWS program can be beneficial for students in the following ways:

- Help pay for education and other related expenses
- Gain valuable work experience related to a student’s field of study
- Build relationships within the Academy’s community
- Improve time organizational, management and communication skills
- Help to further develop a student’s resume and professional experiences
- Reference or recommendation for future employment
- Contribute to the Academy’s Academic departments and student life

FWS awards range from $2,000 to $6,000. Award amounts vary annually as a result of federal and institutional funding levels and students’ demonstrated financial need. Students are notified by the Office of Financial Aid by email of FWS eligibility each year that they demonstrate federal eligibility and meet the Academy’s filing deadlines for financial aid applications and verification documents (if applicable). Funding is allocated from the federal government annually and student awards are subject to change at any time.
FEDERAL WORK STUDY APPLICATION INSTRUCTIONS

TO APPLY

- Review the job descriptions, as well as the eligibility criteria and restrictions below.
- Complete the Free Application for Federal Student Aid (FAFSA) by June 1 (Make sure to indicate on question 31 that you are interested in Federal Work Study)
- Email resume to khemmer@nyaa.edu with subject line “FWS Application.”
- Award Notifications will go out on or before September 1.

ELIGIBILITY

To be eligible for Federal Work Study (FWS) at the New York Academy of Art students MUST:

- Meet ALL institutional financial aid application and document requirements.
- Complete the Free Application for Federal Student Aid (FAFSA) by the admissions application deadline
- Demonstrate significant financial need as determined by the federal government and the Office of Financial Aid.
- Meet all federal financial aid eligibility regulations as required by the Department of Education and the New York Academy of Art.
- Have an Expected Family Contribution (EFC) of $5,000 or less. (For qualified students, exception may applied. Questions? Email fa@nyaa.edu)
- Demonstrate full-time enrollment (at least 12 credits).
- Be a United States citizen or eligible non-citizen.
- Maintain Satisfactory Academic Progress as required by the New York Academy of Art and the Department of Education.
- Not have defaulted on or owe a repayment to any federal aid program received for study at the Academy or another institution, including but not limited to Title IV funds.
- Complete all employment authorization forms, identification and tax documents as required by state and local government agencies.

If you choose to decline your FWS award at any point, you must submit in writing to Financial Aid fa@nyaa.edu.

Questions concerning eligibility should be directed to Anna Skutelnikova, Director of Financial Aid fa@nyaa.edu.
DEPARTMENTAL STUDENT WORKER ALLOCATIONS

FWS awards range from are $2,000 to $6,000 and are granted for one academic year and will be indicated in your financial aid package. The FWS committee of the New York Academy of Art will make the final determination as to which departments students will be employed. The request for student employees must be submitted to the FWS committee by the Director of a department during the budget planning process.

PLACEMENT LIMITATIONS & RESTRICTIONS

In addition to providing funds to students with financial need, the New York Academy of Art Student Employment Program provides meaningful job experiences in areas as closely related as possible to student educational programs or career goals.

Job placement is subject to the following restrictions:

- Students must be registered full-time and enrolled in classes.
- Students cannot be withdrawn, on a leave of absence, registered part-time or In Absentia, or graduated.
- Student workers may not displace or replace regular workers by taking jobs usually filled by full-time or regular part-time employees.
- Student workers should be placed in jobs that, to the extent practical, complement and reinforce their educational goals.
- Students will be paid by the hour – stipend or lump sum payments are not allowed.
- Student workers may not engage in profit making activities that are not school related.
- Student workers may not engage in any political activity as part of on-campus employment.
- Work-Study positions must not involve operating or maintaining any part of a building used for religious worship or sectarian instruction.
- The Fair Labor Standards Act prohibits employers from accepting voluntary services from any paid employee. Any student employee must be paid for all hours worked.
- Students may not work in excess of the hours on their work study contract. Lost hours due to absence may be made up with supervisor approval. Although, the maximum number of hours worked for any week may not exceed twenty (20) hours during the academic year.
- The balance a student does not earn cannot be converted to cash nor can it be applied to tuition balance.
- Students may not be paid for hours that exceed their allocation hours without prior approval from their Supervisor and the FWS Committee.
- Students may hold only one position on campus at any given time. Students who plan to change positions must receive approval from their Supervisor and the FWS Committee prior to the start of work in the new position.
- All students are hired through the FWS Committee. No other staff member or department at the school has the authority to offer employment to student workers without approval from the FWS Committee.
- A student’s FWS award is specific to one academic year (fall/spring). During the award year, if a student does not earn the full amount, we assume that the student has found other means by which to cover their expenses.
- Future FWS eligibility is based on a student’s financial situation – not on a student’s previous eligibility for FWS or the amount the student did or did not earn.
- Second year students may work through end of the Spring semester.
- First year students may work through August 30.
- Students cannot work during class times. This includes uninstructed class sessions.
- If a student wants to work during an uninstructed session, an email or note is needed from the instructor prior to their work date.

**TIMESHEETS**
- Each student employee must take responsibility for their own time sheet in filling out their name, hours and weekending date, for the period covered by the time sheet.
- Each student must take 30 minutes break after 6 work hours.
- Times-in and times-out are indicated in quarter hour increments only (i.e., no 50 minutes, 1 hour, or 5 minutes working times, rather 1:45 or 3:15 etc.)
- Both student and supervisor’s signatures must appear on the time sheet.
- Completed time sheets must be submitted by the supervisor to the Accounting department 2 business days before payday.
- Any time sheet that is submitted longer than 30 days beyond the pay period ending date must have it signed by the Provost.
- Any time sheet that does not follow the above guidelines will be returned to the student on payday and must be resubmitted for reimbursement in the next payroll period. You can choose to get your payments via a direct bank deposit. Please sign up by contacting the Accounting Department.

**DRESS CODE**
Student workers as well as staff and faculty members represent the school community on a daily basis. Students are encouraged to keep the mission of the school in mind and dress appropriately.

**LATENESS/ABSENTEEISM**
In the event that a student is going to be late or absent, it is that student’s responsibility to notify the supervisor as soon as possible so that other staffing arrangements can be made if possible. As the school does not condone habitual lateness or absences, if there are no extenuating circumstances explaining the lateness or absences, the supervisor may take appropriate disciplinary action or request termination. Contact the department for procedures.
JOB DESCRIPTIONS

• Position: Audio/Visual Assistant
  Department: Library
  Reports to: Ashley Hinshaw, Librarian & Archivist
  Location: Academy Library, 105 Franklin Street
  Position Length: Fall & Spring semesters subject to change
  Hours: 6-8 hours per week
  Rate: $15.00 per hour
  Purpose: The audio-visual assistant helps with set-up, filming, and editing Academy lectures, workshops and demonstrations. They also work as a library assistant, helping students, faculty, and alumni with materials and equipment.
  Responsibilities:
  ▪ Assist with sound and projection set up for lectures, workshops, and demonstrations
  ▪ Film Academy lectures, workshops, and demonstrations
  ▪ Edit footage to create videos for the Academy Vimeo site
  Qualifications:
  ▪ Punctuality
  ▪ Ability to work independently
  ▪ An understanding of library organization
  ▪ Excellent technology skills including video, computers, editing software, scanners, and printers
  ▪ Organized and detail-oriented personality
  ▪ Good communication skills

• Position: Continuing Studies Assistant
  Department: Continuing Studies
  Reports to: John Volk, Director of Continuing Studies, Amy Hughes, Assistant Director of Continuing Studies
  Location: Continuing Studies Office, Third Floor
  Position Length: Fall & Spring semesters subject to change
  Hours: 5-8 hours per week
  Rate: $15.00 per hour
  Duties: The Continuing Studies Assistant supports the Continuing Studies (CS) staff in marketing and operations of Continuing Education classes and workshops, planning and operation of the Summer Undergraduate Residency Program and the Certificate of Fine Arts program.
  ▪ Promotional support for Continuing Education Classes and Workshops
  ▪ Classroom and Supply organization and preparation
  ▪ Maintenance of Continuing Education public areas
  ▪ Set-up and clean-up of events
  Qualifications:
  ▪ Organized and detail-oriented personality
  ▪ Good communication skills
Position: Development Assistant
Department: Development
Reports to: Gregory Thornbury, Vice President of Development
Location: Development Office, Fourth Floor
Position Length: Fall & Spring semesters subject to change
Hours: 5-8 hours per week
Rate: $15.00 per hour
Duties: Works with the development office to research, maintain, and cultivate patron lists, foundations, and other institutions that can benefit the mission and vision of the Academy. The assistant will also participate in certain events that help build donor and patron relationships.
  - Provide assistance for adding notes to Raiser’s Edge
  - Assist with outreach lists for annual campaigns and Academy events
  - Research foundations that support the visual arts
  - Research patrons and supporters of similar arts institutions to the Academy.
  - Assist with key events on the Academy calendar
Qualifications:
  - Organized and detail-oriented personality
  - Good communication skills

Position: Finance Assistant
Department: Accounting
Reports to: Kaiser Shakoor, Senior Accountant
Location: 111 Franklin Street, GL 105
Position Length: Fall & Spring semesters subject to change
Hours: 5-8 hours per week
Rate: $15.00 per hour
Duties:
  - Work closely with the accounting staff
  - Filing AP checks
  - Assisting in annual Audit
  - Organizing department files
  - Archiving finance and accounting documents
Qualifications:
  - No prior experience required as training will be provided
  - Previous office experience preferred
Position: Graphic Design Assistant  
Department: Creative  
Reports to: Nicholas Burkhalter, Creative Director  
Location: 111 Franklin Street, 3rd Floor  
Position Length: Fall & Spring semesters subject to change  
Hours: 5-8 hours per week  
Rate: $15.00 per hour  
Duties: Assist the design needs of the Creative Director on specific projects requiring Academy branding, print production, and digital graphic design for short and long term projects.  
- Design and produce Academy print and digital collateral while adhering to defined standards of branding and style for multiple Academy departments  
- Document existing designs and Academy resources  
- Apply graphic and textual updates to existing Academy resources  
- Update the Academy website to reflect ongoing events, exhibitions and information resources  
- Other Duties as Assigned  
Required Qualifications:  
- Basic technology skills including photography, computers, printers and scanners  
- Familiarity with Adobe InDesign, Photoshop, and Illustrator  
- Organized and detail-oriented personality  
- Skill in craft and print production  
- Strong communication skills

Position: IT Assistant  
Department: Information Technologies  
Reports to: Harry Michas, Chief of Staff  
Location: Information Technologies Office, 111 Franklin Street  
Position Length: Fall & Spring semesters subject to change  
Hours: 5-8 hours per week  
Rate: $15.00 per hour  
Duties:  
- Running Software Updates on Wireless Routers and Security Cameras  
- Running Software Updates on Library computers  
- Setting up Work Stations for Faculty and Staff  
- Restocking Office / IT Equipment  
- Organizing Server Room  
- Installing new Software / Hardware  
- Assisting with Monthly Closing Statements  
- Developing Seating Charts for Events and Dinners  
- Other IT / Administrative Support / Creative Projects as Needed  
Qualifications:  
- Must be organized  
- Basic understanding of Information Technologies  
- Basic technology skills including scanners and printers  
- Basic software skills including excel, word and powerpoint  
- Previous Administrative Experience and Adobe Photoshop recommended
Position: Library Assistant  
Department: Library  
Reports to: Ashley Hinshaw, Librarian & Archivist  
Location: Academy Library, 105 Franklin Street  
Position Length: Fall & Spring semesters subject to change  
Hours: 3-5 hours per week  
Rate: $15.00 per hour  
Duties:  
- Library assistants help students, faculty, and alumni with materials and equipment, provide reference and circulation services, and maintain the library on evenings and weekends.  
  - Provide reference services for library books, journals, and resources  
  - Assist students and faculty with library equipment (printers, computers, projectors, scanners)  
  - Circulate library materials and re-shelve books  
  - Open and close the library on evenings and weekends  
  - Assist the audio-visual assistant with filming and setup as needed  
Qualifications:  
- An understanding of library organization  
- Basic technology skills including scanners, printers, computers, and projectors  
- Organized and detail-oriented personality  
- Good communication skills

Position: Student Services Assistant  
Department: Student Services  
Reports to: Noelle Timmons, Director of Student Services  
Location: 111 Franklin Street, Fourth Floor  
Position Length: Fall & Spring semesters subject to change  
Hours: 5-8 hours per week  
Rate: $15.00 per hour  
Duties:  
- Research grants, exhibitions and residency opportunities for Academy Students  
- Compile housing opportunities for students  
- Other projects as needed  
Qualifications:  
- Foundation-level technology skills including scanners, printers, computers, and projectors  
- Foundation-level understanding of outlook, PowerPoint, word
PAY RATES
All FWS students are paid $15.00 per hour. These earnings are considered earned income and are, therefore, subject to all applicable federal, state, and local taxes. Students working more than six hours consecutively are required to take a half hour break.

FWS students are not eligible for fringe benefits such as sick leave, vacation pay, or holiday pay.

Payroll checks are issued to the 15 and 30 of each month. They can be picked up in the Accounting Office. Any checks not picked up by the date of the next check will automatically be mailed to the address on the check.

Each check is based on a time sheet that the student submits to the Accounting Office. The school reserves the right to adjust this schedule when necessary.
CONFIDENTIALITY
Recognizing the need to maintain individual and school rights to privacy and confidentiality, the New York Academy of Art has adopted this policy which applies to all employees and volunteers as well as all students working at the school in offices and/or positions that handle confidential or sensitive information.

Employees, students and volunteers are required to hold in strict confidence and not disclose information obtained in the course of employment and/or work study to any person or entity that does not require this information in his/her official capacity. Confidential and other sensitive information includes but is not limited to: current or former student or employment records, financial records, business planning documents, alumnae records, donor lists, and contribution records and other confidential or sensitive information relating to the affairs of the school. Employees, students and volunteers will not disclose to or permit non-authorized persons or casual onlookers, to view or access confidential or sensitive information. Records will be printed and/or copied only when necessary for purposes related to the school. Employees and students will use the Academy’s administrative systems (software systems) and school records only for the purposes for which they are intended and only to the extent authorized to do so.

Upon leaving the school, employees, students and volunteers shall not take with them any materials belonging to, or relating to the affairs of, the school. Prior to leaving the school and notwithstanding the circumstance surrounding their departure, employees, students and volunteers will inform the school of the location of data and materials in their possession, or under their control, belonging to or relating to the affairs of the school and ensure that such data and materials are accessible to the school.

Employees who disclose confidential information or otherwise engage in activities that conflict with, or impair their obligations of, confidentiality or loyalty to the school may be subject to disciplinary action, including termination from their employment and/or legal actions. Students who disclose confidential information or otherwise engage in activities that conflict with or impair their obligations of confidentiality or loyalty to the school may jeopardize their ability to secure employment on campus.

HARASSMENT
The New York Academy of Art community embraces students of all backgrounds and welcomes, affirms, and encourages their rights to full participation. The school condemns any behavior that makes students feel inferior, intimidated, or uncomfortable because of race, color, class, ethnicity, gender, age, religion, sexual orientation, physical or mental disabilities, learning disabilities, or marital status. The New York Academy of Art does not tolerate threats of violence or acts of hatred of any kind and any student who harasses another may be the subject of a grievance or disciplinary action.

Personal abuse — verbal or written — exceeds appropriate discourse and civil conduct. Behavior or activities that may endanger the physical or mental well-being of others, including idle or real threats, the possession and/or use of fire and other arms, fireworks, hazardous chemicals, and other real or potential weapons are strictly prohibited. Such behavior may result in penalties up to and including termination.

If you feel you have been the victim of harassment, violence, or hatred, please report the incident to your supervisor or the Financial Aid Office. If you do not feel you can discuss the incident with the Financial Aid Office, please contact the Director of Human Resources. All formal grievances should be taken to Human Resources.

DRUGS AND ALCOHOL
The New York Academy of Art prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Violations of these prohibitions may result in disciplinary action up to and including dismissal and reporting the incident to the appropriate law enforcement agencies.

An employee is required to notify Human Resources of any conviction for a workplace criminal drug violation within five days after such conviction.

The New York Academy of Art prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property and as a part of the school’s activities.

The New York Academy of Art will impose sanctions on students and employees consistent with local, state, and federal law. These sanctions are up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

The New York Academy of Art is required by law to inform you of the penalties for the trafficking, sale or possession of illegal drugs. This information is provided to you in order to comply with the Drug-Free Schools and Communities Act of 1989. Penalties include:

- Trafficking of illegal drugs—no less than five years and no more than 40 years in federal prison. Fines can range from $250,000 to $4 million.
- Illegal manufacturing, sale, or distribution of illegal drug—no more than 15 years in federal prison or $50,000 in fines.
- Illegal possession of controlled substances—no more than 7 years in federal prison or $50,000 in fines.
APPENDIX A
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>SUPERVISOR NAME</th>
<th>SUPERVISOR PHONE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>TOTAL HRS NEEDED</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB PURPOSE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB QUALIFICATIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DUTIES &amp; RESPONSIBILITIES</th>
</tr>
</thead>
</table>

I have read and understand the Federal Work-study handbook as well as my job description.

__________________________________________  _________________________
Student Signature                          Date
# APPENDIX B
## STUDENT EMPLOYMENT CONFIRMATION

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>STUDENT EMAIL</th>
<th>DEPARTMENT</th>
<th>STUDENT MOBILE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT STUDIO LOCATION</th>
<th>HOURS/WEEK (20 cum. max)</th>
<th>DATES OF EMPLOYMENT</th>
<th>WAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$13/HR</td>
</tr>
</tbody>
</table>

_________________________________________________________  ___________________________
Signature of Approving Hiring Supervisor                      Date
APPENDIX C
CONFIDENTIALITY AND STUDENT CERTIFICATION

Confidentiality Policy
Recognizing the need to maintain individual and institutional rights to privacy and confidentiality, the New York Academy of Art has adopted a Confidentiality Policy which applies to all employees and volunteers as well as all students working at the school in offices and/or positions that handle confidential or sensitive information.

Employees, students and volunteers are required to hold in strict confidence and not disclose information obtained in the course of employment and/or work study to any person or entity that does not require this information in his/her official capacity. Confidential and other sensitive information includes but is not limited to: current or former student or employment records, financial records, business planning documents, alumnae records, donor lists, and contribution records and other confidential or sensitive information relating to the affairs of the school.

Employees, students and volunteers will not disclose to or permit non-authorized persons or casual onlookers, to view or access confidential or sensitive information. Records will be printed and/or copied only when necessary for purposes related to the school. Employees and students will use the Academy’s administrative systems (software systems) and school records only for the purposes for which they are intended and only to the extent authorized to do so.

Upon leaving the school, employees, students and volunteers shall not take with them any materials belonging to, or relating to the affairs of, the New York Academy of Art. Prior to leaving the school and notwithstanding the circumstance surrounding their departure, employees, students and volunteers will inform the New York Academy of Art of the location of data and materials in their possession, or under their control, belonging to or relating to the affairs of the school and ensure that such data and materials are accessible to the school.

Employees who disclose confidential information or otherwise engage in activities that conflict with, or impair their obligations of confidentiality or loyalty to the school may be subject to disciplinary action, including termination from their employment and/or legal actions. Students who disclose confidential information or otherwise engage in activities that conflict with or impair their obligations of confidentiality or loyalty to the school may jeopardize their ability to secure employment on campus.

Student Certification
I have read and agree to the New York Academy of Art Confidentiality Policy above. I understand that I will be working with information (such as student records) that is confidential and the disclosure of such information, outside of the realm of my job, is not permitted by law. I agree not to discuss such information with anyone other than my immediate supervisor and not to remove such information from any New York Academy of Art office in which I am employed. I also understand that if I breach this agreement my student employment can be terminated and that I may jeopardize my ability to secure any other employment on campus.

I have also read and agree to comply with the placement limitations and policies as set forth in the New York Academy of Art Student Employment Program Manual governing my student employment eligibility. If I do not comply with the terms and conditions, I understand that I may be terminated from the Work-Study Program and may be ineligible to participate in any on-campus student Work-Study Program at the New York Academy of Art.

________________________________  ____________________
Student Signature                Date

For Office Use Only

<table>
<thead>
<tr>
<th>APPROVAL SIGNATURE</th>
<th>DATE</th>
<th>HIRE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rehire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYMENT CONFIRMATION</th>
<th>DATE OF BIRTH</th>
<th>CHECKED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal W-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State W-4 (if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROVED BY PAYROLL ADMINISTRATOR</th>
<th>DATE</th>
</tr>
</thead>
</table>