



# FEDERAL WORK STUDY HANDBOOK 2022-2023

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

Effective 08-30-2022 through 8-30-2023

## **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 [fa@nyaa.edu](mailto:fa@nyaa.edu) with subject line “FWS Application.”
- Award Notifications will go out on or before August 30.

### 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 be applied. Questions? Email [fa@nyaa.edu](mailto: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](mailto:fa@nyaa.edu).

Questions concerning eligibility should be directed to Anna Skutelnikova, Director of Financial Aid [fa@nyaa.edu](mailto: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 uninstruced class sessions.
  - If a student wants to work during an uninstruced 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: Library Assistant

Department: Library

Reports to: Ashley Hinshaw, Director of Library & Archives

Location: 111 Franklin Street

Position Length: Fall 2022 and Spring 2023 semesters

Hours: 5-8 hours per week

Rate: \$15.00 per hour

FWS Award: \$2,000

#### Duties:

Assistant will work on specific projects and general administrative duties including:

- 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
- Other duties related to libraries and library administration as assigned

#### Qualifications:

- An understanding of library organization
- Basic technology skills including scanners, printers, computers, and projectors
- Organized and detail-oriented personality
- Good communication skills
- Motivated self-starter

### Position: Development Assistant

Department: Development

Reports to: Gregory Thornbury, Vice President of Development

Location: 111 Franklin Street

Position Length: Fall 2022 and Spring 2023 semesters

Hours: 5-8 hours per week

Rate: \$15.00 per hour

FWS Award: \$2,000

#### 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
- 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: Woodshop Technician**

Department: Woodshop

Reports to: Tim Buckley, Building and Studio Manager

Location: 111 Franklin Street

Position Length: Fall 2022 and Spring 2023 semesters

Hours: 5-8 hours per week

Rate: \$15.00 per hour

FWS Award: \$2,000

**Duties:**

- Assistant will work on specific projects and general administrative duties including:
- Assist students and faculty with equipment, materials, and processes.
- Oversee tool and equipment checkout.
- Ensure that a safe and well-organized shop environment is maintained and that all written shop rules are followed.
- Assist Building and Studio Manager with specific projects as needed.

**Qualifications:**

- Complete woodshop orientation.
- Ability to work safely with and demonstrate proper use of a wide array of hand tools, power tools, and machinery.
- Ability to work from a shop drawing.

**Position: The Continuing Studies Assistant**

Department: Continuing Studies

Reports to: John Volk, Director of Continuing Studies

Location: 111 Franklin Street

Position Length: Fall 2022 and Spring 2023 semesters

Hours: 8-10 hours per week

Rate: \$15 per hour

FWS Award: \$2,000

**JOB DESCRIPTION**

The Continuing Studies Assistant supports the Continuing Studies (CS) staff in marketing and operations of Continuing Education online programming, technical support for all educational and support platforms, technical training for staff, faculty and students as needed.

**DUTIES & RESPONSIBILITIES:**

- Promotional support for Continuing Education Classes and Workshops
- Technical knowledge of Zoom, Google Classroom, ASAP (technological knowledge necessary but will receive training)
- Familiarity with various devices and their interfaces to assist faculty and students: Mac computers and devices, PC, Android devices
- Flexible schedule
- Other duties as assigned

**QUALIFICATIONS:**

- Basic technology skills including scanners and printers
- Basic software skills including excel, word and PowerPoint
- Familiarity with Photoshop and InDesign recommended, but not required

**Position: IT Assistant**

Department: IT

Reports to: Harry Michas, Chief of Staff

Location: 111 Franklin Street

Position Length: Fall 2022 and Spring 2023 semesters

Hours: 5-8 hours per week

Rate: \$15.00 per hour

FWS Award: \$2,000

**Duties:**

- Assistant will work on specific projects and general administrative duties including:
- Organizing Hardware
- Running Updates
- Inventory Tracking
- Expense Reconciliation

**Qualifications:**

- Basic technology skills
- Familiarity with Audio/Visual equipment
- Basic software skills including Excel
- An understanding of administrative filing
- Some heavy lifting required

**Position: Finance Assistant**

Department: Accounting

Reports to: Kaiser Shakoor, Senior Accountant

Location: 111 Franklin Street Position

Length: Fall 2022 and Spring 2023 semesters

Hours: 5-8 hours per week

Rate: \$15.00 per hour

FWS Award: \$2,000



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 Position

Length: Fall 2022 and Spring 2023 semesters

Hours: 5-8 hours per week

Rate: \$15.00 per hour

FWS Award: \$2,000

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

## **ELIGIBILITY**

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

- Complete the [Free Application for Federal Student Aid \(FAFSA\)](#) for 2022-23 academic year
- 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
- Demonstrate full-time enrollment (at least 12 credits)
- Have Selective Service registration (if male)
- 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 status for any federal aid program

## **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 by direct deposit is issued around 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 is committed to the principle of equal opportunity and equal treatment for every prospective and current student in accordance with the law. It is the policy of the Academy not to discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin or any other protected category in the administration of its educational policies, admissions policies, employment policies,

scholarship and loan programs, and other Academy-sponsored programs and activities. 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 or the Academy's Title IX Coordinator.

## **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**

DEPARTMENT	LOCATION	SUPERVISOR NAME	SUPERVISOR PHONE
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JOB TITLE	TOTAL HRS NEEDED	START DATE	END DATE
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JOB PURPOSE

JOB QUALIFICATIONS

DUTIES & RESPONSIBILITIES

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

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**APPENDIX B**  
**STUDENT EMPLOYMENT CONFIRMATION**

STUDENT NAME	STUDENT EMAIL	DEPARTMENT	STUDENT MOBILE NUMBER
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STUDENT STUDIO LOCATION	HOURS/WEEK (20 cum. max)	DATES OF EMPLOYMENT	WAGES \$13/HR
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\_\_\_\_\_  
 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**

APPROVAL SIGNATURE	DATE	HIRE TYPE Rehire New Student
EMPLOYMENT CONFIRMATION I-9 Federal W-4 State W-4 (if applicable)	DATE OF BIRTH	CHECKED BY
APPROVED BY PAYROLL ADMINISTRATOR		DATE