

Federal Work-Study Supervisor Handbook 2024-2025

Financial Aid Office
Building 1700

A. Introduction

The Federal Work-

Step 4

The Human Resources Generalist will notify WS Coordinators via email if student cleared or contact the student, supervisor, and WS Coordinators if student didn't clear.

Step 5

Once

Strike 3: Give the student a written notification of termination stating the reasons why this action has been taken. Send a copy of the Corrective Action form to the HR Generalist and notify a Work-Study Coordinator.

If the student stops showing up for work, notify a Work-Study Coordinator immediately. Another student may be available depending on current funding.

J. Notice of Non-Discrimination

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

The district seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.

Non-Discrimination Under Title IX

Title IX is a federal civil rights law that prohibits sex discrimination on the basis of sex in education programs, including athletic programs, or activities that receive federal funding. Title IX covers non-discrimination based on sex or gender, sexual harassment and sexual assault, and program equity, such as athletics.

Imperial Valley College has designated a Title IX Coordinator(s) to monitor and oversee Title IX compliance. Your college Title IX Coordinator is available to explain and discuss: your right to file a complaint; the complaint process; how confidentiality is handled; available resources both on and off campus; and other related matters. The Title IX Coordinator(s) for Imperial Valley College are:

