

IW Work Study Program 2016-2017

Policy and Procedure Handbook Supervisors

Iowa Wesleyan University
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Table of Contents

Introduction

Student Eligibility

Enrollment Status

Satisfactory Progress

Changes in Awards

Department Eligibility

Employment Opportunities

Finding a Job

Rehires

Job Changes

Work Study Authorization Form

Payroll Policies & Procedures

Time sheets

Payroll

Tracking Forms

Student Employment Policies

Wages

Maximum Hours

Work Periods

Work Schedules

Dress Code

Job Performance

Disciplinary Action/Termination

Student's Responsibilities

Supervisor's Responsibilities

Confidentiality Agreement

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Dear Work Study Supervisor:

You have been identified as a lead supervisor for Work Study. Enclosed in this packet are several forms designed to assist you with your responsibilities as a work study supervisor. Please share this information with any other additional supervisors in your area.

The Financial Aid Office must not discriminate against its student on the basis of race color, national origin, sex or handicap in making available work study job placement programs. Students who are participating in the work study program must not be discriminated against by supervisors or prospective supervisors on the basis of race, color, national origin, sex or handicap in recruitment, hiring, placement, assignment of work tasks, hours of employment, levels of responsibility and in pay.

Examples of the forms that you may have to complete for your work study students are included. Please note that these forms have to be completed at various times of the year. Some forms you will only have to complete once and other forms you will need to complete before each payroll.

All work study students get paid the same hourly rate of \$7.25. Timesheets are due to the Payroll Office on the 5th of the month following the completion of the pay period and will be paid to the students the 15th of each month.

We appreciate your willingness to participate in the work study program. Even though work study is a part of the student's financial aid package, this is a job. The work study program assists student's in finding employment that not only adds substantial value to University operations, but substantial value to each student's personal and professional development with valuable work experience. Students are required to work their hours to obtain the full benefit of the financial aid award. Work study employment carries with it the same responsibilities as a job would out in the community and students are expected to conduct themselves professionally.

If you have any questions about the material that is provided to you in this packet or about your responsibilities as a work study supervisor, please do not hesitate to contact the Financial Aid Office or the Human Resources Office.

Sincerely,
Financial Aid Office

Introduction

Federal Work Study is a federal financial aid work program partially funded by the United States Department of Education. State Work Study is a similar program funded by the state; only Iowa residents are eligible for State Work Study. In order to qualify for a Work Study award, the student must:

- Demonstrate financial need through the FAFSA application process
- Maintain satisfactory academic progress while employed in the program
- Be enrolled full-time

The University also employs students through a University funded employment program (CEMP). These positions are limited and are available to students who are not otherwise eligible for Federal/state Work Study positions. These guidelines apply to all campus work positions.

Iowa Wesleyan University has a limited amount of funding for the work study program. Awards are made to eligible students on a priority basis, based on the date the FAFSA was submitted to the Financial Aid Office. Students are encouraged to complete the FAFSA by April 1st to increase chances of receiving a WS award.

If a student is not awarded WS and would like to be considered for a position, the student may request WS by contacting the Financial Aid Office. The student will remain on the waiting list until funding is available. Once a student has been awarded WS, he/she will be informed of the procedure to locate a position

If a supervisor is interested in hiring a student that is not WS eligible, the student should be encouraged to contact the Financial Aid Office to review eligibility and be placed on the waiting list, if eligible.

Student Eligibility

Students who have been awarded Work Study must maintain eligibility.

Enrollment Status

A student must be enrolled full-time in the current semester to be eligible for Work Study. Students who graduate, withdraw from classes, or drop below full-time are not eligible for a WS position. WS workers must stop working the day their change in enrollment status occurs.

When the Financial Aid Office is advised that a student's enrollment status makes them ineligible for WS, the supervisor will be informed. Likewise, if the supervisor has information that leads them to believe the student is not enrolled full-time, they should advise the Financial Aid Office, who will review and confirm eligibility.

Satisfactory Progress

WS students must also maintain Satisfactory Academic Progress. In the event a WS student is placed on financial aid suspension, the student immediately becomes ineligible for WS. Once the financial aid suspension has been lifted, the student may once again be considered for a WS position.

Satisfactory Academic Progress review is a process that occurs at the end of the term. The supervisor will be immediately notified (either by phone or e-mail) when a WS student has been suspended from financial aid. The WS student must immediately stop working. The Financial Aid Office will notify the supervisor when the student is once again eligible to work.

Changes in Award

On occasion, a student's award for WS may change. This may occur as a result of a student: becoming eligible for additional educational resources (scholarships, NAFTA, VA, Voc Rehab, requesting additional loan funds, etc.) or changing enrollment status (terms attending or number of credits).

In the event a WS student's award drastically decreases, the Financial Aid Office will notify the supervisor.

Department Eligibility

IW has a limited amount of work study funds. When a department wants to create a new position, a written request should be submitted to the Director of Financial Aid. Typically these requests are reviewed only at the beginning of a new academic year.

Employment Opportunities

There are a variety of approved employers. Students are responsible for applying for jobs they are interested in.

Finding a Job

A list of all currently available positions will be available in the Financial Aid Office and on the Financial Aid website. The listing only includes positions that are currently vacant; the listings are updated regularly. The student will be responsible for contacting the supervisor for positions they are interested in and complete your application process.

Supervisors may require additional documentation from the applicant, including a resume or transcript. Supervisors may conduct a formal interview, or visit with students informally. The Financial Aid Office should be notified as soon as a suitable candidate is found so the job can be removed from the available job listing.

Once a student has been offered a job, the supervisor should inform the Financial Aid Office and request a Work Study Authorization form.

Students must properly complete the payroll paperwork (Form I-9, Employment Eligibility Verification, Federal W-4, and IA W-4 - Centralized Employee Registry Form) before they can begin working.

The student and the supervisor will complete the Work Study Authorization form.

Rehires

A returning student may request a former WS supervisor rehire them for a current academic year; the supervisor is not required to do so. Likewise, a WS student is not required to return to a previous supervisor.

Job Changes

In the event a WS student finds it necessary to change work study positions due to scheduling issues or other concerns, the student should contact the Financial Aid office. The WS student must give at least two weeks notice prior to leaving a position.

If you are unable to resolve a conflict with a student, direct them to the Financial Aid Office to begin the process of locating a new job.

Work Study Authorization Form (sample form included)

The Financial Aid Office provides the student a Work Study Authorization Form after the student has a job offer and completes all required paperwork. The form indicates the amount of the work study award and the maximum number of hours available. Both the student and the supervisor need to complete the form. Once complete the student needs to return it to the Financial Aid Office. The student, supervisor, Financial Aid office and HR will all maintain a copy of the authorization form.

A new form is required each academic year and when a WS student changes jobs.

Payroll Policies & Procedures

Time Sheets

Student's pay periods are a full month and the student's pay day is on the 15th of the month. (i.e.: hours worked during of the pay period of September 1 – September 30, 2016 will be paid on October 15, 2016)

Students are to keep track of their times on a Monthly Auto-calculated Excel timesheet. These timesheets are located on the IW L: drive under the Human Resources folders in the Student Timesheet folder. There will be a new timecard saved in this location for each month. It is the responsibility of the Work Study Supervisor to see that their student workers receive the timecard for the appropriate pay period month.

Work Study students are to save this timesheet on a drive accessible only to themselves and are to keep an accurate record of the time they have worked. Time is to be properly recorded to the nearest ¼ hour; 15 minutes = .25 hours, 30 minutes = .50 hours, 45 minutes = .75 hours and using the corresponding AM or PM notation. The times the student works needs to be recorded in the appropriate row for the date they worked.

When the timesheet is completed at the end of the pay period, the student must print down and submit the completed time card to their supervisor according to the payroll schedule established by the Human Resources office. The time card **MUST** include the department, and cost center code, student's name, student's original signature, date of signature, the number of hours worked each day of the pay period, and the total hours worked during the pay period. The supervisor **MUST** verify the hours, sign the timesheet and submit it to the Human Resources Department **no later than the 5th of the month** following the end of the pay period. **Incomplete or questionable time sheets will be sent back for correction; this delay of processing may result in the student not being paid until the next payroll.**

Once the time card is signed and dated by the supervisor it should be taken to the HR office by the supervisor or sent through campus mail.

Student's timesheets are due to HR **no later than the 5th of the month** following their monthly pay period. Any time card submitted after this due date will be delayed and processed with the next payroll.

Supervisors may require some additional documentation for students to verify hours each day. This may include simply initialing a calendar or using a sign-in sheet set-up by the supervisor. The supervisor should check the student's hours to make sure they are accurately reporting their hours they worked as they were scheduled. The supervisor's original signature and date of signature is required on all time card.

Payroll

Work Study students are paid on the 15th of the month, according to the IW payroll schedule. Students may pick up their paychecks in the Business Office on the 15th of the month after noon. Students **MUST** present their photo ID before they receive their check.

Tracking Forms

All WS students/supervisors are encouraged to record of accumulating hours on a Work Study Tracking Form. The form allows the student and the supervisor to monitor a student's hours to ensure the student does not work hours in excess of the amount they have been awarded.

Student Employment Policies

Wages

All WS positions pay \$7.25 per hour. WS students are not eligible for overtime pay or benefits.

Maximum Hours

WS students may work a maximum of 19 hours per week when classes are in session. However, the student's actual hours are dependent on the department's needs, the student's academic schedule and the amount of the student's total WS award.

Students WS award amount varies depending on the students need. Student award amounts are on the Work-Study Authorization form signed by the Supervisors. Supervisors should plan to use those hours wisely.

Work Periods

A student must be enrolled full-time for the current term to be eligible for WS employment. The work periods are as follows:

Fall Semester 2016
Spring Semester 2017

Work Schedule

The student and his supervisor will mutually agree upon a schedule. The schedule is always subject to change, dependent upon the student's schedule and the supervisor's needs. Under no circumstances may a student work during scheduled class time. Time sheets will be returned to supervisor if a student does work during class time. If class is cancelled or let out early, student must write this on the card next to the day.

Supervisors may find it helpful to have the WS student post the agreed upon schedule.

Dress Code

There is no formal dress code for WS employees. However, student workers are expected to dress appropriately for the job they are performing. A student's clothing must be clean and in good repair. A WS student must exercise good personal hygiene habits. Individual supervisors may establish a dress code for their department based on safety concerns and work requirements.

Students will be notified in advance of acceptable dress and appearance in their department. Under no circumstance will a WS student while on the job be allowed to wear provocative clothing, clothing bearing offensive language or advertising alcohol, cigarettes, illegal substances or events.

The supervisor should make clear the expectations for the WS student. If a WS student comes to work dressed inappropriately, it is within the supervisor's discretion to send the student home to change. In addition to appearance, the supervisor should keep in mind safety concerns.

Job Performance

Although WS is a financial aid program, it is a job and carries with it the same responsibilities of any job. Students are expected to conduct themselves professionally while on the job. The supervisor will complete the Work Study Authorization Form with the student, clarifying expectations. The supervisor may include an addendum, listing items specific to the students' job.

Disciplinary Action/Termination

Voluntary Termination: Employment may be terminated by the student. Two weeks written notice is requested.

Involuntary Termination: The student's employment may be involuntarily terminated for justifiable reasons. However, it is the University's policy to provide the student with an opportunity to correct job-related deficiencies which have been noted by the supervisor. The student must have an opportunity to make progress toward corrections. Failure to make satisfactory progress may result in disciplinary action and/or involuntary termination. The method used before the termination of a student's employment is as follows:

1. A verbal warning is given to the student employee with ample opportunity for improvement.
2. A written warning is given to the student employee with a copy of the warning sent to the Financial Aid Office, again with ample opportunity for improvement.
3. The student is terminated with a written summary of the case and a copy of the written summary forwarded to the Financial Aid Office.

Immediate Termination: In certain instances the supervisor may terminate the student employment immediately.

Supervisors should view discipline as guidance, not punishment. It is an opportunity to improve performance. The WS student should actively participate in the discussion about training and tools required to improve performance; workers often know best where they failed and how to improve. Informal disciplinary actions need not be in writing; however, if a plan of action is formed, it should be signed by all parties. Supervisors may find it necessary to provide a letter to the WS student when the concerns are severe, repeated or result in termination. The student should be asked to sign the letter, attesting they received it. The student's signature does not indicate the student agrees with the information in the letter merely that they received it. The supervisor is to immediately inform the Financial Aid Office when a student has been terminated and whether or not they are eligible for re-hire in another position. If the supervisor would like to fill the vacancy applications will be forwarded for review.

Student's Responsibilities

- Once hired, with all required paperwork complete, the student completes and returns the signed Work Study Authorization form to the Financial Aid Office. Students will not be paid unless all required paperwork is fully completed and turned into the HR office.
- Treat your Work Study job as a real job. Perform work assignments in a serious and responsible manner. Dress appropriately, be dependable and prompt and conduct yourself in a businesslike manner while on the job.
- Establish a work schedule with the supervisor; adhere to the agreed upon schedule and follow the procedures for reporting absences or making changes to the schedule.
- Accurately record hours worked. Record time to the nearest $\frac{1}{4}$ hour.
- Submit your completed time card to the supervisor at the end of the pay period. Sign the time card, and complete it in ink. Changes must be initialed by the supervisor. The time card must include the department, student's name, student's signature, the number of hours worked each day of the pay period, and the total hours worked during the pay period. The supervisor will verify the hours, sign the form and submit it to the Human Resources Department. Incomplete time sheets will be sent back to completion which may result in their delay and will be processed with the next payroll.
- Limit hours to no more than 19 hours per week.
- Monitor hours and do not work beyond the amount of the WS award. Notify your supervisor of any changes in work study allocation.
- Inform the Financial Aid Office in the event enrollment drops below full-time.
- Refrain from using employer's equipment and resources for personal use.
- Adhere to all confidentiality requirements.

Supervisor's Responsibilities

- Inform the Financial Aid Office of changes in the job posting.
- Once hired, complete the Authorization form with the student.
- Provide training for the student. Create an outline of duties to be performed. Explain your Confidentiality requirements.
- Treat the Work Study job as a real job. Expect students to perform work assignments in a serious and responsible manner, dress appropriately, be dependable and prompt and conduct themselves in a businesslike manner while on the job. Students are required to work their hours to obtain the full benefit of the financial aid award. Work study employment carries with it the same responsibilities as a job would out in the community and students are expected to conduct themselves professionally.
- Establish a work schedule with the student. Be flexible with the WS student. No student should miss class or practices.
- Be sure to provide the student workers with tasks to be completed during their scheduled times. Students are required to work their hours to obtain the full benefit of the financial aid award. Work study employment carries with it the same responsibilities as a job would out in the community and students are expected to conduct themselves professionally. Student workers should be kept busy and not idly sitting, visiting or horsing around.
- Provide your student workers with the timecard for the appropriate pay period month.
- Verify the student's time card for accuracy and completion. Hours should be recorded in the nearest ¼ hour. The time card must include the department, student's name, student's signature, the number of hours worked each day of the pay period, and the total hours worked during the pay period. Incomplete time sheets will be sent back to completion which may result in their delay and will be processed with the next payroll.
- Sign the student's time card in ink and submit to the HR Office by the due date. Never sign a blank time card. Initial any changes made to the time card. Do not allow the student to submit the time cards to the HR Office; it is the supervisor's responsibility.
- Adhere to the payroll schedule established by IW HR Office. Any time card submitted after the due date will be delayed and processed with the next payroll.
- Limit hours to no more than 19 hours per week.
- Monitor hours and do not allow the student to work beyond the amount of the WS award. Use hours wisely; have meaningful work for the students to perform.
- Inform the Financial Aid Office if you believe the student's enrollment has dropped below full-time.

- Oversee work assigned and regularly evaluate performance. Resolve work conflicts as soon as identified.
- Address performance issues with the student as they occur; institute disciplinary action when necessary.
- Provide a safe working environment for the student.
- Be a good role model for the student.

Student Employment Confidentiality Agreement

AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF AND THE UNIVERSITY.

I, _____ (print name), understand that in my capacity as a work study student at Iowa Wesleyan University, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the University.

I understand that under federal law and University policy, student records are protected from disclosure to third parties.

I agree to maintain the confidentiality and privacy of all such records during and after my period of employment at Iowa Wesleyan University. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination and/or prohibition of future employment.

Student Signature

Date

Work Study Supervisor

Department

Work Study Tracking Sheet

Student name _____

Position _____

\$ allocated _____

Hours allocated Fall _____ Spring _____

Hours Used

Fall semester

9/15/12 _____

10/15/12 _____

11/15/12 _____

12/15/12 _____

Spring Semester

1/15/13 _____

2/15/13 _____

3/15/13 _____

4/15/13 _____

5/15/13 _____

