

# Coe College



## **College Work Study Program**

**2008-2009**

*Policy and Procedure Handbook  
for Students and Supervisors*

Online at:

<http://www.coe.edu/admission/fa/inside/>

*(Click on Handbook)*

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## **Introduction**

The College Work Study (CWS) Program is a unique form of financial assistance that is made available to **qualifying students**. The program is designed to provide qualifying students with the opportunity to help meet their cost of education while enrolled at Coe College. CWS may be only one part of the total financial aid package.

This handbook is designed to provide students and supervisors with the policies and procedures of the CWS program and to help answer commonly asked questions. Students are responsible for reading the handbook and being familiar with its policies and procedures. If a student has questions or concerns regarding the guidelines, assigned position, or a conflict in the work place, the student should first discuss the matter with the supervisor. If the student needs further clarification or feels that a conflict still exists, an appointment should be made with a Financial Aid Counselor. Although this information is current at the time of publication, future changes in policies may be necessary. When such changes occur, all active student CWS employees and their supervisors will be notified.

## **The Definition of "College Work Study" (CWS)**

CWS is a federally regulated program authorized by the Higher Education Act of 1965 and subsequent amendments/reauthorization. The Federal or State Government may provide a certain percentage of the funding.

A qualifying college student can expect to be paid for each hour worked within the standard guidelines of Coe College's payroll procedures. However, work is not to interfere with the first and foremost responsibility, which is to fulfill scheduled course work. Work Study employment is temporary and incidental to the pursuit of an education.

## **The Role of the Financial Aid Office in the CWS Program**

In addition to determining the amount of the CWS award, the Financial Aid Office acts as the coordinating agent between the student, supervisors, and administrative offices of Coe College. Feel free to contact the Coe College Financial Aid Office with any questions.

## **Institutional Eligibility Requirements**

Academic progress must be maintained as defined by the Academic Standing Committee of Coe College. A student must be enrolled for a minimum of 2 course credits.

You may not begin working if:

>> Student has not submitted the necessary financial aid forms to be awarded; the student is not eligible to work. All student employees that have their FAFSA selected for verification must have verification completed. If verification is not complete, the student will not be able to work.

>> Payroll forms must be on file in the Coe College Business Office or the student is not eligible to work. See page six of this handbook.

## **Securing Employment as a New Student**

Employment may be available in a number of academic, administrative, and community service areas. See *1<sup>st</sup> Year Students – Securing your College Work Study Position* link on the work study website.

First year students who are awarded CWS typically receive an employment application from the Financial Aid Office by email mid summer. The application must be returned to the Financial Aid Office by the date specified on the application. Effort will be made to place students in a position most suited to their abilities and educational needs. However, due to the large number of students awarded CWS, placement in the position of their choice is not always possible. Many first year students are placed in the Dining Hall and the Physical Plant.

## **Orientation for Incoming Students**

During Orientation Week, incoming students awarded CWS are required to attend a Work Study Orientation Session. During this session, policies and procedures of CWS will be discussed.

## **Securing Employment as a Returning Student**

If CWS was part of a student's award in previous years, an employment application will not be received. The Financial Aid Office accepts employment requests from supervisors for the next academic year in late March; it will be each student's responsibility to verify their continuing employment with their supervisor. If a student is not requested back, or would like a different position, it will be his/her responsibility to secure a new position. Returning students are placed in a department *upon the request of a CWS department supervisor.*

## **Notification of CWS Assignments**

First year work study students who met the application deadline, and have submitted Payroll Forms (I-9, Federal W-4 and Iowa W-4) to the Coe Business Office will be notified of their CWS assignment at the beginning of the fall semester. Employee/Supervisor Contracts will be mailed to campus boxes. Returning students will receive their contract if they were asked back by their work study supervisor. If not asked to return, they must find their own work study position.

## **Contact CWS Supervisor**

Students should contact their Supervisors within the first two weeks of classes to arrange a work schedule. At that time, students should provide their supervisor with a copy of their current course schedule. Failure to contact a supervisor may jeopardize a student's CWS eligibility.

## **Notifying the Financial Aid Office of Employment**

The Employee/Supervisor Contract must be signed by the student and supervisor, and then returned to the Financial Aid Office before students can begin working. Payroll forms (I-9, Federal W-4 and Iowa W-4) must be on file in the Coe Business Office before a student can begin working.

## **Changing CWS Positions**

An approved contract is valid only for the department indicated on the contract. Students may request a job reassignment by contacting the Financial Aid Office. *It is strongly recommended that students continue to work at their initial work assignment while waiting for reassignment as a second position is not guaranteed.*

## **Employment in More than One Department**

Due to the large number of students needing employment and the limited number of positions available, a student should hold only one position. However, there may be instances when a student cannot schedule enough hours in a single department. In that case, it is permissible to work in more than one department. It is necessary to complete a separate work contract and time sheet for each department. *Under no circumstances will a CWS award be increased to accommodate an additional work assignment.*

## **Off Campus Work Study**

There are a variety of Off Campus Community Service positions available. These positions may involve working with disadvantaged youth, elderly, tutoring, and many other areas of community service. Transportation is required for some of these positions. St. Luke's Hospital and Polk Elementary are within walking distance of the Coe campus. Only students receiving federal work study are eligible to participate in Community Service work study positions.

The **On Campus Supervisor** for Community Service Work Study is **located in the Financial Aid Office**. Information on qualifying non-profit agencies is available through the Financial Aid Office and/or the Community Outreach Office. It will be the student's responsibility to complete pre-employment screening, applications, and interviews, as set forth by the individual agencies.

Off Campus Community Service positions are not limited to the current list of eligible agencies provided by Financial Aid and/or Community Outreach. Students are encouraged to take the initiative to seek out service opportunities that are of interest to them and/or further their educational goals.

*All agencies must be approved by the College to participate in this program. Your On Campus Supervisor in the Coe Financial Aid Office should be informed, once contact has been made with an interested agency.* Students will be notified once the agency's eligibility has been established and an agreement between the school and the agency has been signed.

## **Payroll Procedures**

Most positions on campus pay a wage rate of \$7.25 per hour. Off Campus Community service positions pay a wage rate of \$7.50 per hour (not all students with a work study award are eligible to participate in community service work study).

CWS employees are subject to the same federal and state employment laws and college payroll procedures as other employees. Before beginning your employment, *W-4's and I-9 forms must be completed and returned to the Coe College Business Office*

- Federal W-4 (Employees Withholding Allowance Certificate)
- Iowa W-4 (Employees Withholding Allowance Certificate)
- I-9 Form (Employment Eligibility Verification) - Students are required to provide a U.S. Passport **OR** a driver's license and social security card/birth certificate when filing the I-9 form. Additional acceptable documents are available on the I-9 form itself.

If these forms are already on file from a previous year, it is not necessary to complete them again. Students have the option to complete a new W-4 if they would like to make changes to their withholding allowance. Forms are available online or in the Coe Business Office.

*International Students* have different payroll requirements. Contact Deanna Jobe, International Student Advisor, for this information.

## **Work Hours**

Students may work the number of hours per week assigned to them on their Award Letter. Students are not allowed to work more than 20 hours per week. Work hours should be scheduled at a mutually agreeable time between student and supervisor. Federal regulations prohibit scheduling work hours or working during scheduled class periods. Work done during a regularly scheduled class period because a class was cancelled, etc. must be noted on the time sheet. It must be indicated in the right margin of the time sheet, next to the hours worked - "CLASS CANCELLED" and initialed.

**Under no circumstances can Work Study wages be earned for hours worked while fulfilling course requirements.** If an internship or practicum is part of a degree requirement, the internship or practicum does not qualify under CWS. Work Study wages may not be paid for receiving instruction in a classroom, student teaching, laboratory, or other academic setting.

A CWS award must be earned during the fall and spring semester. *The unearned portion of a Work Study award will be forfeited at the end of the spring semester. Note that there is no work study during May term.*

## **Overview of the CWS Time Sheet**

Time sheets are available on my.coe. The time sheets are in Excel format and should be filled in by typing in the appropriate box the start time and end time for each day worked. If a break is taken, the time sheet allows for two start and end times per day to accommodate the break period. The time sheets need to be printed at the end of each pay period. Each supervisor is responsible for checking the accuracy of the hours recorded. Each time sheet then needs to be signed by both the supervisor and the student. If you have not pre-filled them, complete the department and account number, student name and ID# fields then submit them to the Business Office by the indicated due date and time. Incomplete time sheets will be returned and not paid until the next payroll.

Time sheets should be updated as work is performed. Students and supervisors are responsible for insuring that the time sheet is completed accurately, and both the student and supervisor must sign the time sheet. Time sheets are due by noon on the second working day of each month\* (do not hold your time sheets; they must be turned in each month). Late time sheets will be paid the following month. \*Time sheets for Community Service positions are due in the **Financial Aid Office** by noon the first day of each month.

**IMPORTANT NOTE:** Any student suspected of falsifying hours worked will be subject to disciplinary action. An incident report will be filed by the Director of Financial Aid with the Vice President for Student Affairs. The student will be subject to campus judicial proceedings. Falsification of hours worked is illegal and any student convicted will face disciplinary action in addition to immediate dismissal and permanent disqualification from the CWS Program.

## **How do I get a CWS Time Sheet?**

1. Go to your my.coe account - <http://my.coe.edu/ics>
2. Sign into your account
3. Click on Student Info Tab
4. Under Forms – Student Payroll, open appropriate time sheet
  - a. Student Time Sheet (this is for on campus work study positions only)
  - b. Off Campus Student Time Sheet
  - c. Reading/Math Tutor Time Sheet
5. Save to your own computer or save to Coe’s ‘F’ drive
6. Note that this is an Excel File; each month is listed as a tab at the bottom of the file.
7. Deadline information, etc. is listed on each month’s time sheet.
8. Click on the correct month (month tabs located at the bottom of report)
9. Fill in the times worked - instructions located at the top of each time sheet
10. At the end of each month, save your hours worked and print off your time sheet.
  - a. On Campus Time Sheet (see 4a)
    - i. You and your Department Supervisor must sign the time sheet.
    - ii. Once signed, turn into the BUSINESS OFFICE by date indicated
  - b. Off Campus and Tutor Time Sheets (4b and 4c)
    - i. You and your off campus supervisor must sign your time sheet.
    - ii. Once signed, turn it into the FINANCIAL AID OFFICE by the date indicated.
    - iii. Off Campus and Tutor Time Sheets are typically required in the FINANCIAL AID OFFICE by noon the first day of each month.

## **Payroll Checks**

Payroll Checks are issued on the 10<sup>th</sup> of each month (or the next working day) beginning in October. Paychecks may be *Automatically Deposited* in the student’s bank account, picked up in the Business Office or sent to Coe mailboxes. Contact the Business office for further information.

## **Application of Wages to Student Accounts**

Students that participate in the bi-annual payment plan and opt to apply all of their CWS wages to their student account should sign a *CWS Program Agreement* with the Business Office. If a student signs a *CWS Program Agreement*, he/she can deduct half of their work study award from each semester's tuition bill. Monthly payment plan participants are not eligible to complete the CWS Program agreement. Contact the Business Office for additional information.

Please note: At no time are students *required* to apply CWS earnings to their tuition bill. However, they will be charged interest on any unpaid tuition balance and be held responsible for any financial obligation to the college.

## **Failure to Work Awarded Hours**

Failure to work all of the awarded hours may jeopardize a student's ability to pay on their account. Coe College is not obligated to provide an alternate type of assistance or financial aid to a student who does not earn the entire work study award. Work Study may be canceled if time sheets are not turned in and/or a student has no earnings.

## **Reporting CWS Earnings on a Tax Return**

College Work Study (CWS) wages are considered taxable income. Students will receive a W-2 form for wages earned from Coe College. If a federal or state (if applicable) income tax return is filed, any CWS earnings must be included.

## **Reporting CWS Earnings on the FAFSA**

Federal Work Study earnings should be reported on "Worksheet C" of the Free Application for Federal Student Aid (FAFSA) or Federal Renewal Application. The purpose of this is to **exclude** federal work study earnings that are reported as a part of adjusted gross income from being considered as a resource for educational expense. Failure to properly report federal work study penalizes the student's total financial aid eligibility.

*It is to the student's advantage* to report this information accurately. Complete instructions are included on both the FAFSA and the Renewal Application. Wages reported on a student's W-2 may be comprised of wages earned under the Federal Work Study Program, wages earned under Coe's institutional work study program, and wages earned from other non-financial aid related employment at Coe. While all of these earnings are taxable, only Federal Work Study earnings can be reported on "Worksheet C." Students are encouraged to contact the Financial Aid Office, by e-mail at [O-FinancialAid@coe.edu](mailto:O-FinancialAid@coe.edu) or by phone at 319.399.8540, if they need help determining the amount they can report on "Worksheet C."

In order to serve the best interests of our students, the Financial Aid Office will attempt to monitor the reporting of this information and contact the student should questions arise regarding the documentation.

## **Employment Expectations**

As with any employment, each student is responsible for working arranged hours. Punctual, efficient, and cooperative performance on the job is always expected. If illness, study obligations, or some other unforeseen circumstance prevents a student from working, he/she must notify his/her supervisor in advance. Failure to report without adequate reason may result in termination of employment and disqualification for future work study.

## **Reporting of "On the Job" Injury**

If a student is injured while working, he/she must report the injury immediately to the CWS supervisor. This report is needed even if the injury does not appear serious enough to justify consulting a doctor.

## **Discontinue CWS or Termination of Employment**

A student must discontinue or may be terminated from his/her CWS position under the following circumstances:

1. Eligibility is exhausted (full amount of CWS grant has been earned). If you go over your award after notification, there is a possibility that eligibility of other financial aid will be decreased.
2. Termination due to unsatisfactory job performance
3. Noncompliance with CWS policies and procedures

## APPENDIX

### **CWS Supervisor Responsibilities**

It is the goal of the CWS program to provide a constructive and educational employment experience. CWS employment allows the student to develop and define career goals, work habits, and time management skills through personal experience. The role of the students work study supervisor is vital to the achievement of these goals.

- Ensure that the Employee/Supervisor Contract has been signed and returned to the Financial Aid Office. This contract must be on file in the Financial Aid Office before the student may begin working.
- Ensure that the I-9 and W-4's have been completed and turned in at the Coe College Business Office before the student may begin working. It is a federal regulation that these forms be on file prior to the student working. Forms are available in the Business Office or online. Debbie Riley will contact you, via e-mail, if any of your students do not have these forms on file. *As the supervisor, it is YOUR responsibility to NOT allow students to work prior to providing these completed forms to the Business Office.*
- Keep a class schedule for each student employee. A student cannot work during his/her regular scheduled classes. Work study employment should be secondary to the role of being a student. A supervisor must be sensitive to this issue particularly during mid-term and final examination periods. If a student does work during a scheduled class because it was canceled, it must be noted on the student's time sheet.
- Explain all job duties, responsibilities and standards of appropriate working attire to student employees.
- A supervisor should establish flexible and appropriate work assignments and training sessions to maintain employee motivation and performance. Each student employee should have work to do when they are scheduled to work. A student must be given the opportunity to fulfill his/her budgeted hours.
- Ensure that completed time sheets are turned in to the Business Office by noon on the second working day of the month. Time sheets should be carefully examined to make sure all items are completed and correct, including dates, time in, time out, and student and supervisor signatures. *Time sheets must be turned in monthly if hours are worked.*
- In order to avoid termination of work authorizations prior to the end of the semester, it is recommended that the supervisor closely monitor the weekly hours worked. As a service, the Financial Aid Office will assist with this task by periodically (upon request) providing updated employment summaries. Remember that this summary may be a paycheck behind. *It is your responsibility to stay within your budget.* Do not schedule student employees to work after you have been notified that they have earned their total employment award. *If students go over their award, there is a possibility that eligibility of other financial aid will be decreased.*
- Work Study runs from the first day of fall classes through the last day of the spring term. **There is no work study during May term.**

Supervisors are expected to work with any student who is not performing up to an expected level. The supervisor should attempt to resolve any difficulties by first discussing the problem with the student, and then proceed to written notifications to the student and Coe if the work performance does not improve. At least two written notifications must be given before the supervisor may request that the student be removed from the position. Duplicate copies of the notification should be provided to the Coe Financial Aid Office.

U.S. Department of Labor  
Employment Standards Administration

***Wage and Hour Division Basic Information***

**Fair Labor Standards Act**

The Fair Labor Standards Act (FLSA) affects most private and public employment. The FLSA requires employers to pay covered employees who are not otherwise exempt to at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek.

Covered employees must be paid for all hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered of permitted to work. This would general include work performed at home, travel time, waiting time, training and probationary periods.

**Definition of "Employ"**

By statutory definition the term "employ" includes "to suffer or permit to work." The workweek ordinarily includes all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. "Workday", in general, means the period between the times on any particular day when such employee commences his/her "principal activity" and the time on that day at which he/she ceases such principal activity or activities.

In other words, if a student earns the amount awarded for their work study, they cannot *volunteer* to work – they must be paid for hours worked. CWS student must stop working or the wages earned will come out of your department budget rather than the work study budget. If they work, they must be paid. It's the law.

## ***CWS Employment Responsibilities***

CWS employees are expected to approach their employment in a professional manner. A student who accepts a work study position is expected to:

- Complete and return the Employee/Supervisor Contract to the Financial Aid Office prior to working.
- Fill out all appropriate employment forms (I-9, Federal & State W-4's). Fill out time sheets completely and accurately. Not work until these forms are on file in the Coe College Business Office.
- Perform all duties efficiently and effectively in compliance with the policies of the employing department.
- Treat all members of the Coe College community and all visitors with courtesy, consideration, and respect.
- Notify your supervisor when you are unable to work.
- Maintain confidentiality when working with all sensitive materials.
- Give first and foremost consideration to your academic responsibilities.
- Notify your supervisor and the Financial Aid Office prior to terminating employment.

## ***CWS Employee Rights***

As a CWS employee at Coe College, you have certain rights. You have the right to:

- Expect Coe College to provide equal opportunity in employment without regard to sex, race, creed, national origin or disability.
- Work free of the threat or actual incidence of either racism or sexual harassment.
- Work in an atmosphere consistent with the values of Coe College.
- Be provided with adequate instruction and the necessary working conditions for the performance of your duties.

If you have reason to believe that your rights are being infringed upon, or if you have other questions or concerns, do not hesitate to contact the Financial Aid Office.

# **Student Employment Confidentiality Agreement**

**COE COLLEGE**  
**FEDERAL WORK STUDY**  
Student Employee Confidentiality Agreement

I understand that because of my employment with Coe College, I may have access to student educational, financial, and employment records that contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Right and Privacy Act of 1974 (FERPA)*.

I acknowledge that I fully understand that disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by the FERPA law. I further acknowledge that any such willful or unauthorized disclosure also violates Coe College's policy on privacy rights for students and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Additionally, I understand that I am not allowed to alter, change, modify, add, or delete student information on any student records or College documents unless specifically instructed to do so by my supervisor or other College official.

As an employee I will access only the information specified and authorized by my supervisor. Access to student information, including written documents, computer files, student records, or other College information is limited to only my specific work hours.

By signing this document, I agree to keep student records of all kinds confidential. I will not disclose any type of student information or records to any unauthorized person while working for Coe College, or after my employment at the College.

\_\_\_\_\_

Student Employee Name (Printed)

\_\_\_\_\_

Student Employee Signature

\_\_\_\_\_

Date

Example

CWS Web Page

[www.coe.edu/admission/fa/inside/workstudy](http://www.coe.edu/admission/fa/inside/workstudy)

The screenshot shows a web browser window displaying the Coe College Work Study Information page. The browser's address bar shows the URL <http://www.coe.edu/admission/fa/inside/workstudy/>. The page has a dark red header with navigation links: Home, About Coe, Academics, Admission & Financial Aid, Alumni & Development, Athletics, and Student Life. The main content area is light green and features a large 'Admission' banner. Below the banner, the 'Work Study Information' section lists several links: Work Study Application, Work Study Handbook, 1st Year Students – Securing your College Work Study Position, Job Descriptions (with sub-links for On-Campus Opportunities and Community Service Opportunities), and Payroll Forms (pdf's) (with sub-links for Form W-4, Iowa W-1, Employment Eligibility Verification (I-9), and Payroll Electronic Direct Deposit Form). A sidebar on the left contains a 'Coe Virtual Viewbook' button and a list of financial aid resources including Scholarships, Tuition, How to Apply, Types of Aid, Financial Aid Handbook, Financial Aid Forms, Alternative Loan Information, Outside Scholarships, and Exit counseling. At the bottom, contact information for the Office of Financial Aid is provided, including the address (1220 First Avenue NE, Cedar Rapids, IA 52402), toll-free number (1.877.CALL.COE), local number (319.399.8540), and email (g.finance@coe.edu). A footer at the very bottom contains the copyright notice: ©2006 Coe College, 1220 First Avenue NE, Cedar Rapids, Iowa 52402, Toll Free: 877.CALL.COE • 319.399.8500 • Webmaster.

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