

# Coe College



## **College Work Study Program**

**2011-2012**

*Policy and Procedure Handbook  
for Students and Supervisors*

Available online at [my.coe](http://my.coe)

(Financial Aid tab)

**Work Study begins on the first day of fall classes and  
ends the last day of spring classes.**

**There is no work study during May term or in the summer.**



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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 as an opportunity to help students meet their educational costs 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 Coe's CWS program and to help answer commonly asked questions. Students and supervisors 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, to satisfactorily fulfill the requirements of your scheduled course work. CWS is temporary and incidental to the pursuit of an education.

## The Role of the Financial Aid Office

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 cannot begin working if –

>> A student has not submitted the necessary financial aid forms to be awarded work study. **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 have not been completed and turned into the Business Office.

## **Incoming CWS Students**

### **Securing Employment**

Employment may be available in a number of academic, administrative, and Service Learning areas. See general listing link on the work study website (<http://www.coe.edu/admission/financialaid/workstudy>) for job descriptions.

First year students awarded CWS typically receive an employment application from the Financial Aid Office by email early-summer. The application must be returned to the Financial Aid Office by the date specified on the application.

Please be aware that while you have the opportunity to state an employment preference on your work study employment application, you may not be placed in your preferred CWS position. Many first year students are placed in the dining hall, the physical plant or in service learning (if eligible).

### **Orientation for Incoming CWS Students**

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

### **Payroll Forms**

#### **CWS employment is subject to all federal employment requirements.**

Payroll forms include the Federal W-4, Iowa W-4, and Federal I-9. In order to complete the I-9 form you must present two forms of identification. Acceptable forms of identification include a state issued driver's license, US or Foreign passport, or Permanent Resident Card. You must also present your social security card or birth certificate. Payroll paperwork can be completed during orientation registration or at any time in the Coe Business Office. You will not receive a job placement until payroll paperwork is complete. (Page 12 for more detail)

### **Notification of CWS Assignments**

A CWS contract will be sent to your Coe email account provided that the student (1) met the application deadline and (2) the Financial Aid Office has been notified by the Coe Business Office that payroll forms (I-9, Federal W-4 and Iowa W-4) have been received.

## **Returning CWS Student**

If CWS was part of a student's award in previous years and you are assigned an on campus position, an employment contract **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 is his/her responsibility to secure a new position. As noted above, returning students are placed in a department *upon the request of a CWS department supervisor*.

## **Notification of CWS Assignments**

On Campus positions **will not** receive a contract as their CWS assignment was verified by their supervisor during the prior spring term.

Off Campus/ Service Learning positions **will** receive, by email, a contract which will contain supervisor contact information. Your initial contact is the Service Learning Office NOT the agency.

## **All CWS Students**

### **Finalize your work study - contact your Supervisor**

To arrange a work schedule, students must contact their supervisors within the first week 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 and/or cause them to lose the position.**

### **Employee/Supervisor Contract**

All *first year students* and *returning students assigned to an Off Campus/ Service Learning CWS position* must return the Employee/Supervisor Contract to the Financial Aid (FA) Office.

- Contract must be signed by the student and their supervisor then returned to the FA Office before students can begin working.
- Off Campus / Service Learning CWS contracts require THREE signatures 1) student, 2) on campus supervisor, and 3) agency supervisor prior to being returned to the FA Office.

## **Changing CWS Positions**

An approved contract is valid only for the department indicated on the contract. If a student wants a different position, it's their responsibility to find it.

***It is strongly recommended that students continue to work at their initial work study assignment while waiting for reassignment or looking for a different job, 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/ Service Learning CWS**

There are a variety of Off Campus / Service Learning positions available. These positions may involve working with disadvantaged youth, elderly, tutoring, and many other areas of Service Learning. Transportation is required for some, but not all of these positions. Only students receiving federal work study are eligible to participate in Off Campus / Service Learning CWS positions.

## **Service Learning Contact Information**

The **On Campus Supervisor** for *Off Campus/Service Learning CWS* is located in the **Service Learning and Campus Engagement** Office located in **Upper Gage**. Information on eligible non-profit agencies is available through that office. It is the student's responsibility to complete pre-employment screening, applications, and interviews, as set forth by the individual agencies.

Off Campus/Service Learning positions are not limited to the current list of eligible agencies provided by the Service Learning and Leadership Office. 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 Coe College to participate in this program and have an Agency Agreement on file with the Service Learning Office prior to a student working at the agency.*

## **Payroll Procedures**

As with any job, 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.*

Payroll forms are available in the Coe Business Office (Lower Voorhees) and **all** forms are available on my.coe under the **Financial Aid** tab.

- Federal W-4 (Employees Withholding Allowance Certificate)
- Iowa W-4 (Employees Withholding Allowance Certificate)
- I-9 Form (Employment Eligibility Verification) - Students must present two forms of identification. Acceptable forms of identification include a state issued driver's license, US or Foreign passport or Permanent Resident Card. You must also present your social security card or birth certificate. Additional acceptable documents are available on the I-9 form itself.
- Direct Deposit Form (not required)

### **I d e n t i f i c a t i o n f o r m s c a n n o t b e p h o t o c o p i e s**

If the above forms are 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

*International Students* have different payroll requirements. Contact Deanna Jobe, International Student Advisor, by email at [djobe@coe.edu](mailto:djobe@coe.edu) or by telephone at 319-399-8741 for this information.

## **Hourly Wage**

- On campus CWS positions – \$7.25 per hour.
- Off Campus / Service Learning CWS positions – \$7.50 per hour  
(Student must be awarded federal work study).
- Off Campus / Math and Reading Tutor positions – \$8.00  
(Student must be awarded federal work study).

## Work Hours

- 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.
- Student must stop working when they reach their CWS award amount.

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

## How many hours can you work?

It will vary depending on your CWS award, for example:

- \$1300 CWS award divided by \$7.25 per hour equals approximately 179 hours (between 6-7 hours per week) during the fall and spring term.

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. **There is no work study during May term or in the Summer.**

## **Overview of the CWS Time Sheets**

Time sheets are available on my.coe under the Financial Aid tab. Time sheets must be turned in each month hours are worked. Time sheets are in Excel format. Fill in, by typing in the appropriate box, the **start** 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.

Supervisors are responsible for checking the accuracy of the hours recorded. Each time sheet must be signed by the supervisor and the student; include department name, department account number, and student name and ID number prior to submitting the time sheet to the Business Office or as determined by your specific position.

**Incomplete time sheets will be returned and not paid until the next payroll.**

<p><b>IMPORTANT NOTE:</b> 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.</p>
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## **CWS Time Sheet (step by step)**

1. Go to your my.coe account - <http://my.coe.edu/ics>
2. Sign into your account
3. Click on Financial Aid Tab
4. Under Student Payroll – open appropriate time sheet
  - a. Student Time Sheet 11-12 (on campus positions)
  - b. Off Campus Student Time Sheet (off campus positions)
  - c. Reading/Math Tutor Time Sheet (off campus tutors)
5. Save this spreadsheet 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 spreadsheet so you must maximize the screen
7. Due dates are listed at the bottom of each month's time sheet.
8. Click on the correct month
9. Fill in the times worked – instructions are 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.
11. Take your time sheet to your supervisor for their signature.

***TIMESHEETS MUST BE TURNED IN MONTHLY***

## When are payroll checks issued?

Payroll Checks are issued on the 10<sup>th</sup> of each month (or the next business 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 at 319-399-8656 for further information.

- Direct Deposit forms available on my.coe or in Business Office

## 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 must 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 at 319-399-8656 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.

If you sign a *CWS Program Agreement*, your check will be held in the Business Office until you stop in to sign it.

## 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**

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 (not institutional work study) should be reported on the Free Application for Federal Student Aid (FAFSA). 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 the FAFSA. 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 the FAFSA. 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 the FAFSA.

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 for 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 (if applicable) 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 for 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 or in the summer.**

Supervisors are expected to work with any student who is not performing at the 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, at least the federal minimum wage and provide 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 or permitted to work. This would, in 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 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 (if applicable) 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 begin 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

<http://www.coe.edu/admission/financialaid/workstudy>

The screenshot shows a Windows Internet Explorer browser window displaying the Coe College Work Study page. The browser's address bar shows the URL <http://www.coe.edu/index.php?page=workstudy>. The page features a dark red header with the Coe College logo and a search bar. A navigation menu includes links for Home, About Coe, Academics, Admission & Financial Aid, Alumni & Advancement, Athletics, and Campus Life. On the left, a sidebar lists navigation options: First Year, Transfer, International, Tuition & Fees, Financial Aid Handbook, Private Student Loan Information, and FAQs. Below this is a dropdown menu labeled "Please Select". The main content area is titled "Work Study Information" and includes a sub-header "Work Study Information" and a paragraph stating "The College Work Study priority deadline is July 15." Below this are three bullet points with links: "Work Study Application (Complete only if requested by the Financial Aid Department)", "Work Study Handbook", and "Job Descriptions (General Listing)". To the right of the main text is a vertical sidebar with a photo of a student, "Jordan Graen '13", and a quote: "When you come to Coe, you aren't just choosing a place to learn, but a place to experience." with a "Read More..." link. Further down, there are several promotional banners for "Defining Moments", "CAMPUS VISIT", "CAMPUS Map", "STEWART MEMORIAL LIBRARY", "MUSIC ART & THEATRE", and "COE green". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

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