



College Work-Study Program

Policy and Procedure Handbook

for Students and Supervisors

Available online at my.coe.edu

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.

Office of Student Financial Services

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Introduction

The Work-study (WS) 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. WS 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 WS 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 workplace, 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 WS employees and their supervisors will be notified.

The Definition of "Work-study" (WS)

WS 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 the student's scheduled course work. WS is temporary and incidental to the pursuit of an education.

The Role of the Office of Student Financial Services

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

Institutional Eligibility Requirements

Academic progress must be maintained as defined by the Academic Standing Committee of Coe College.
The student cannot begin working if –

>> The student has not submitted the necessary financial aid forms to be awarded WS. **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.

>> The student's payroll forms have not been completed and turned into the Human Resources Office.

Payroll Procedures

Payroll Forms

All WS students should have completed the required payroll forms prior to or at move-in their first year on campus. Incoming students should complete their required forms via the student portal and show their I9 documents to Human Resources at move-in. Returning students who have been reported to Human Resources as being hired as a student worker, will be sent an email link to fill out payroll forms via "Paycor" IF the returning student has not completed the forms prior to their return to campus. To confirm that your paperwork is complete or to receive a link to complete your forms online, contact o-humanresources@coe.edu. For your reference, the necessary documents are listed below.

WS employment is subject to all federal and state employment laws and requirements. Payroll forms include the *Federal W-4, Iowa W-4, and Federal I-9 (Employment Eligibility Verification)*. In order to complete the I-9 form the student must present two forms of identification to the HR office in Voorhees Hall. **(These documents cannot be photocopies and need to be originals)**. See I-9 form for a list of acceptable forms of identification. A valid US passport or passport card fulfills all identification requirements. Otherwise, a photo ID AND either a social security card or a birth certificate is acceptable. Contact o-humanresources@coe.edu with questions about payroll documents.

Students will not be allowed to start working until their required payroll forms and I9 employment eligibility verification has been completed.

Student Pay Statements

Students are either paid via Direct Deposit to a bank account, or their pay is applied to their student account (tuition, housing, etc.) Students select this option through the Student Pay Form. The Student Pay Form can be found on my.coe.edu > Student Tab > Business Office and Payroll > "Student Pay & Refund Form".

If payroll forms are on file from a previous year, it is **NOT** necessary to complete them again, unless a student would like to make changes to their tax withholdings or where their pay is applied.

International Students have different payroll requirements. Please contact o-humanresources@coe.edu to learn more.

Incoming WS Students

Securing Employment

Employment may be available in a number of academic, administrative, service, and Service Learning areas.

First year WS students typically receive an email containing a link to a Handshake [video](#). The video will provide instructions about how to apply for a WS position in [Handshake](#) mid to late July. Handshake is an online database system, which is designed to connect students, alumni and employers during their internship or job search process. This includes WS. [Handshake](#) requires WS students to complete their profile, upload a resume, search and [apply](#) for WS positions. The requested information must be submitted on Handshake in order to secure a position.

Please be aware that while students have the opportunity to apply for their preferred position, they may not be placed in that position. Many first year students are placed in the physical plant, the dining hall, or Charlie's Pub.

WS Orientation (incoming students)

During Orientation, incoming students awarded WS are required to attend a WS Orientation Session. During this session, policies and procedures of WS are discussed. If in-person WS Orientation is not held, see this handbook and the Orientation website for WS information.

Notification of WS Assignment

Incoming students with WS should monitor their Coe email to see where they were hired. WS Supervisors may notify students through their Coe email or Handshake. **All** WS students will receive an email from the Office of Student Financial Services telling you where you were placed and whether you can begin working. You will receive one of the following three emails.

- 1. If you applied for a position in Handshake and all payroll documents have been submitted to the Office of Human Resources, you will receive an email telling you can begin working, where you were hired and supervisor contact information. Contact your supervisor as soon as possible.***
- 2. If you applied for a position in Handshake but all payroll documents ARE NOT submitted, you will get an email telling you that you CANNOT begin working but will tell you where you were hired and supervisor contact information. Contact your supervisor as soon as possible***
- 3. If you have not created a Handshake profile, submitted a resume and applied for a position prior to Orientation, you may receive an email letting you know the process including a deadline for submission. If positions are still available, you will get an email with your placement as stated above.***

Students who have not created a Handshake profile, submitted a resume and/or applied for a position by early in the term may receive an email stating a deadline for making those submissions in order to be placed on the WS

waiting list. However, failure to submit those things can result in the student's WS award being declined, even if no reminder email is sent.

Please be aware that while students have the opportunity to apply for their preferred position, they may not be placed/hired in that WS position. In many cases, students may not be given their assignment until the second week of classes.

Returning WS Student

If WS was part of a student's award in previous years and they hold an on campus position, they should contact their supervisor to be scheduled.

The Office of Student Financial Services accepts employment requests from supervisors for the next academic year in March. It is 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 their responsibility to secure a new position. As noted above, returning students are placed in a department *upon the request of a WS department supervisor*.

Notification of WS Assignment (Returning Students)

On Campus positions **will not** receive a contract as their WS assignment was verified by their supervisor during the prior spring term. The Office of Student Financial Services will email students information about pay rate, handbook location, and when WS begins and ends.

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

All WS Students

Finalize your WS - contact your Supervisor

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

Changing WS Positions

If a student wants a different position, it is their responsibility to find it. Check Handshake for openings.

It is strongly recommended that students continue to work at their initial WS 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, we prefer a student only hold 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 WS award be increased to accommodate an additional work assignment.

Note that departments must stay within their WS budget so if you are not scheduled enough hours to earn your total WS award, it is **your** responsibility to ask your supervisor for more hours and, if not available, seek an additional position.

Off Campus Federal Work-Study

Returning Eligible Federal Work-study Students Only – There may be 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 work-study (WS) positions. Only students receiving federal WS are eligible to participate in Off Campus / Community WS positions.

Off Campus Federal Work-Study Contact Information

The Supervisor for Off Campus/Community Work-study is Joe Demarest, jdemarest@coe.edu, located in McCabe Hall's C3 (Creativity, Community, Careers) Center. For information on eligible non-profit agencies, contact Joe to set up an appointment. It is the student's responsibility to complete pre-employment screening, applications, and interviews, as set forth by the individual agencies.

Off Campus/Community Work-study positions are not limited to the current list of eligible agencies. Students are encouraged to take the initiative to seek out service opportunities that are of interest to them and/or further their educational goal.

*All agencies **must** be approved by Coe College to participate in this program and have an Agency Agreement on file with C3 prior to a student beginning work.*

Hourly Wage

- On campus WS positions – \$8.25 per hour.
- Off Campus Federal WS positions – \$8.25 per hour

(Student must be awarded federal WS and, typically, are returning students)

- Off Campus Federal Work-study Math and/or Reading Tutor positions – \$10.00 per hour (Student must be awarded federal WS)

Work Hours

- Work hours should be scheduled at a mutually agreeable time between student and supervisor(s).
- Federal regulations prohibit scheduling work hours or working during scheduled class periods.
 - o Work done during a regularly scheduled class period because a class was cancelled, etc. must be noted on the time sheet.
 - o It must be indicated in the right margin of the time sheet, next to the hours worked - "CLASS CANCELLED" and initialed. or attach an email from the professor.
- Student must stop working when their full WS award has been earned.
- Student(s) should not work over 20 hours per week.
- Travel time to and from your work-study position are not considered as hours worked.

Under no circumstances can WS 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 WS. WS wages may not be paid for receiving instruction in a classroom, student teaching, laboratory, or other academic settings.

Under no circumstances can WS wages be earned in more than one department at the same time. If you have more than one position, you cannot have duplicate/overlapping hours.

How many hours can you work?

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

- \$1300 WS award divided by \$8.25 per hour equals approximately 157 hours (**between 5-6 hours per week**) during the fall and spring term.
 - \$1800 WS award divided by \$8.25 per hour equals approximately 218 hours (**between 6-7 hours per week**) during the fall and spring term.
 - \$2200 WS award divided by \$8.25 per hour equals approximately 266 hours (**between 8-9 hours per week**) during the fall and spring term.

A WS award must be earned during the fall and spring semester. *The unearned portion of a WS award* will be forfeited at the end of the spring semester. **There is no WS during May term or in the summer.**

When are you paid?

Students employed by Coe College will be paid monthly on the 10th of the month (or Monday following the 10th) for the month before. To be paid, students must be eligible to work, complete all required payroll documentation, complete an online timecard, submit their timecard by the 2nd business day of each month, and their supervisor must approve their timecard to submit to payroll.

Overview of Student Timesheets

Timecard Entry Via My.Coe

Once payroll is informed by supervisors that a student has been hired, payroll will confirm that all required documentation and eligibility information has been provided. Students will then have access to an online timecard to record hours.

Students must submit timecards by the 2nd business day of each month to be paid on the 10th or the following business day if a holiday.

To access student timesheets:

- Log in to [my.coe](https://my.coe.edu).
- Click on the "Student" tab along the top of the screen.
- Select "Timecard Entry" on the left side of the page.
- Additional instructions for entering time are found on the student tab of my.coe under the "Payroll and Business Office" link on the left.

PLEASE NOTE: If students are not able to access an online timecard, they should contact their supervisor for next steps. For payroll documents or eligibility questions, please contact Nicole Farley, HR & Payroll Coordinator, at nfarley@coe.edu or o-humanresources@coe.edu.

IMPORTANT NOTE: Any student suspected of falsifying hours worked will be subject to disciplinary action. The Director of Financial Aid with the Vice President for Student Affairs will file an incident report. 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 WS Program.

How can you find your cumulative work-study earnings?

Sign into my.coe.edu, click on Student tab > My Work-study Information. If you work in more than one department, you will want to share this information with each of your work-study supervisors. Awarded amount listed will be by semester. Any earnings not earned in the fall roll over to the spring term.

Application of Wages to Student Accounts

Students that participate in the bi-annual payment plan and opt to apply all of their WS wages to their student account must complete a Student Employment Payroll Form. Contact Human Resources by telephone at 319-399-8672 or by email at o-humanresources@coe.edu for further information.

Please note: At no time are students *required* to apply WS 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 WS award. WS may be canceled if time sheets are not turned in and/or a student has no earnings.

Reporting WS Earnings on a Tax Return

WS 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 WS earnings must be included.

Reporting Earnings on the FAFSA

Federal WS earnings (not institutional WS) should be reported on the Free Application for Federal Student Aid (FAFSA). The purpose of this is to **exclude** federal WS 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 WS 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 WS Program, wages earned under Coe's institutional WS program, and wages earned from other non-financial aid related employment at Coe. While all WS earnings are taxable, only Federal WS earnings can be reported on the FAFSA. Students are encouraged to contact the Office of Student Financial Services, by e-mail at 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 Office of Student Financial Services 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, they must notify their supervisor in advance. Failure to report without adequate reason may result in termination of employment and disqualification for future WS. In addition, **you cannot work during a scheduled class**. If a class is cancelled and you work, you must attach documentation from the professor stating such. Travel time to and from your position are not considered hours worked.

WS Evaluations

Departments have the option to complete a WS evaluation. It is not required.

Reporting of “On the Job” Injury

If a student is injured while working, they must report the injury immediately to the WS supervisor. Submit this report even if the injury does not appear serious enough to justify consulting a doctor. The report must be completed by the work-study supervisor and the student injured, if possible. The Human Resources Office must be notified of the incident.

Discontinuation WS or Termination of Employment

A student must discontinue or may be terminated from their WS position under the following circumstances:

1. Eligibility is exhausted (full amount of WS 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

A student may be terminated from their work-study position if the student is not performing in a satisfactory manner. The supervisor should make clear to each student employee their performance and responsibility expectations. The termination process is up to the supervisor's discretion.

3. Noncompliance with WS policies and procedures

Subject to Immediate Dismissal and Suspension from the Work-study Program if a student has falsified records including timecards, divulged confidential information from the workplace, or is caught stealing, the student will immediately forfeit employment opportunities while at Coe College.

International students must comply with U.S. Citizenship and Immigration Services (USCIS) laws. International students will receive one written warning if the student works beyond 20 hours a week. If there is a second occurrence, the student's employment will be immediately terminated for the remainder of the academic year.

APPENDIX

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 their "principal activity" and the time on that day at which they cease such principal activity or activities.

Federal Employment regulations require that **all students must be paid if they work**. Supervisors should make sure students turn their timesheets in on a monthly basis so they can be paid!

If a student earns the amount awarded for WS, they **cannot** *volunteer* to work – they must be paid for hours worked. WS student must stop working or the wages earned will come out of your department budget rather than the WS budget. If they work, they must be paid. It is the law.

WS Supervisor Responsibilities

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

- Ensure that the WS student can begin working by checking, incoming only, the Employee/Supervisor email stating that they can begin working.
- Ensure that the I-9 and W-4's have been completed and turned in at the Human Resources Office before the student begins working. It is a federal regulation that these forms be on file prior to the student working. Contact o-humanresources@coe.edu with questions about payroll forms.
- *As the supervisor, it is **YOUR** responsibility to **NOT** allow students to work prior to providing these completed forms to the Human Resources Office.*
- Keep a class schedule for each student employee. **A student cannot work during their regular scheduled classes.** WS employment should be secondary to the role of being a student. A supervisor must be sensitive to this issue particularly during midterm and final examination periods. If a student does work during a scheduled class because it was cancelled, it must be noted on the student's time sheet.
- Some students have more than one position; supervisors must make sure there is no duplication of hours worked.
- Supervisors must make sure that students do not go over their total WS award. Earnings from all departments worked are totaled together. You may only see your department earnings, so you must check with other supervisors.
- Explain all job duties, timesheets, 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.
- Ensure that students do not work over twenty hours per week.
- Retain a copy of each student worker timesheet.
- Ensure that completed student time sheets are turned into the Human Resources Office by noon on the second working day of the month. The date is also listed at the bottom of each month's time sheet. 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. Ensure that student is recording accurate work times with no duplicate hours when working more than one job. *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 Office of

Student Financial Services will assist with this task by periodically (upon request) providing updated employment summaries. *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.*

- Ensure that students know WS begins on the first day of fall classes and ends on the last day of the spring term. There is no WS 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; then proceed to written notifications to the student and Coe if the work performance does not improve. It is recommended that at least two written notifications be given before the supervisor request the student be removed from the position. Duplicate copies of the notification should be provided to the Coe Office of Student Financial Services if possible.
- Help create a safe learning environment at Coe. This includes a mandatory reporting responsibility. If a WS employee shares information regarding sexual misconduct or any indication that they may be a danger to themselves or to others, I must share that information with the Dean of Students. Students may speak to someone confidentially by contacting Student Development at 319-399-8843 or Safety and Security at 319-399-8888.

WS Employment Responsibilities

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

- Fill out all appropriate employment forms (I-9, Federal & State W-4's, student pay selection form).
- **Not begin work until these forms are on file in the Coe College Human Resources 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.
- **Not work during scheduled class time.**
- Not work overlapping hours for two jobs at once.
- Not work more than twenty hours per week.
- Notify their supervisor, in a timely manner, when unable to work.
- Turn in *accurate* time sheets each month; double check hours worked, account number, and that all appropriate signatures are included.
- Maintain confidentiality when working with all sensitive materials.
- Give first and foremost consideration to their academic responsibilities.
- Notify their supervisor and the Office of Student Financial Services prior to terminating employment.

WS Employee Rights

As a WS 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, contact the Office of Student Financial Services.

Student Employment Confidentiality Agreement



COE COLLEGE
Coe makes it possible. You make it happen.

Student Employee and Volunteer – Statement of FERPA Understanding

Last Name _____

First Name _____

Email _____

I understand that by the virtue of my student employee or volunteer work with Coe College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and privacy Act of 1974*. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Coe College's policy and could constitute just cause for disciplinary actions including termination of my service as an employee or volunteer, regardless of imposition of criminal or civil penalties.

Signature

Date

College Policies and Student Handbook

Located:

<https://www.coe.edu/student-life/student-life-resources/college-policies-student-handbook>

Disclaimer – This edition supersedes all previous editions of the Coe College *Policy and Procedure Handbook for Students and Supervisors* in both printed and on-line formats. Every effort was made to ensure that the information was accurate at the time of publication. Supervisors and student employees should consider this Handbook along with all Coe College websites as the repositories of the most current and accurate information. All policies, schedules and other information are subject to change without notice.

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