

Cleveland Institute of Art

**Federal Work-Study
Supervisor Handbook**

Table of Contents

How Do I Start the FWS Program in My Department?	3
I Now Have the Federal Work-Study Program Within My Department	3
I Interviewed and Selected a Federal Work-Study Student, Now What?	4
How Does a Federal Work-Study Employee Get Paid?	5
Pay Scale.	6
Summer/Winter/Spring Break: Federal Work-Study	7
Rehiring a Federal Work-Study Student for the Next Academic Year.	7
Problems with a Federal Work-Study Student	7
Confidentiality Agreement.	8
Appendix-Forms.	9
➤ Acknowledgment Receipt	
➤ Federal Work-Study Position Description Form	
➤ Federal Work-Study Merit Increase Form	
➤ Federal Work-Study Confidentiality Agreement Form	
➤ Federal Work-Study Student Employee Performance Review Form	
➤ Federal Work-Study Timesheets (Available in the Financial Aid Office)	

How Do I Start the FWS Program in My Department?

All CIA Departments are Eligible to Participate in the Federal Work Study Program

STEP 1: Speak to the Federal Work-Study (FWS) Coordinator in Financial Aid (workstudy@cia.edu). The FWS Coordinator will explain how Federal Work-Study works and the process necessary to start the Federal Work-Study program within your department.

STEP 2: If you are interested in starting, in the Spring, you must submit a Departmental Budget Expense Request to Payroll and await your FWS allocation approval. You will be assigned an Account Number.

STEP 3: Once you have received your FWS allocation, you must create an account on College Central as an employer, wherein you will upload your FWS Job Description.

As a new/continuing FWS Supervisor, you will be required to develop/update FWS Job Description in College Central which must include the following information:

- Justification/Use Statement
- Estimate of how many hours the department will need the student/students to work per week
- Job Title
- Job Description
- Salary (Based on the pay scale below)
 - Level 1: \$11.00 - Moderate supervision; beginning training; Working with both the public and non-public
 - Level 2: \$11.50 - High degree of training; High degree of experience; Little - no supervision; Supervises other work study students
 - Level 3: \$12.00 - High degree of proficiency in an area of specialized knowledge/skill; Facilitates planned educational activities with children or CIA students such as tutoring or assisting with teaching
 - Level 4: \$13.00 - High degree of proficiency in an area of specialized knowledge/skill; Supervise other work-study students; Oversee/Administer workshops; Supervise facility; Perform advanced equipment maintenance and troubleshooting; Inventory/Sale product; Create user documents
- Job Requirements – Specify if you are looking for a student with a specific major, skillset, academic status, and/or minimum GPA etc.
- Application Instructions – How would like students to contact you? Do you require a resume, cover letter, and/or an interview?

STEP 4: The departmental supervisor may now begin the departmental hiring process as indicated in the department's job description, i.e. collecting your employee applications and/or resumes, and having interviews.

My Department is Currently a Part of the FWS Program. How Do I Ensure that My Department is Ready for the Next Academic Year?

STEP 1: In the Spring, you must submit a Departmental Budget Expense Request to Payroll which includes your department's FWS needs and await your FWS allocation approval. For questions, contact Payroll payroll@cia.edu.

STEP 2: Update and/or ensure that your job description/s are up to date on College Central with the following information:

- Job Title

- Job Description

- Salary (Based on the pay scale below)

- Level 1: \$11.00 - Moderate supervision; beginning training; Working with both the public and non-public
- Level 2: \$11.50 - High degree of training; High degree of experience; Little - no supervision; Supervises other work study students
- Level 3: \$12.00 - High degree of proficiency in an area of specialized knowledge/skill; Facilitates planned educational activities with children or CIA students such as tutoring or assisting with teaching
- Level 4: \$13.00 - High degree of proficiency in an area of specialized knowledge/skill; Supervise other work-study students; Oversee/Administer workshops; Supervise facility; Perform advanced equipment maintenance and troubleshooting; Inventory/Sale product; Create user documents

Job Requirements – Specify if you are looking for a student with a specific major, skillset, academic status, and/or minimum GPA etc.

Application Instructions – How would like students to contact you? Do you require a resume, cover letter, and/or an interview?

STEP 3: The departmental supervisor may now begin the departmental hiring process as indicated in the department's job description, i.e. collecting your employee applications and/or resumes, and having interviews.

I interviewed and Selected a Federal Work-Study Student, Now What?

First, make sure the student is eligible for Federal Work-Study. Eligibility must be verified every year. Eligibility is determined by the submission of a FAFSA each year. **DO NOT** assume your returning student worker is eligible.

To verify eligibility, please fill out an electronic '[Intent to Hire](#)' form. Submission of this form will trigger emails to the student, Financial Aid, Career Services, and the Payroll Department allowing us to make sure that the student submits all required federal documents and an approved FWS Agreement, which will allow the student to begin working, as soon as possible. The FWS Agreement serves as the employment contract.

Students may not work without having a **Finalized** FWS Agreement on file with the Financial Aid Office. If a supervisor allows students to work prior to having a Finalized FWS Agreement on file with the Financial Aid Office, the department for which the students work will jeopardize the departments' FWS Program eligibility. **Upon receipt of a timesheet for a student who does not have a Finalized FWS agreement on file with the Financial Aid Office, the timesheet will be returned to the department unpaid.**

The following disciplinary action will be taken if students work without having a Finalized FWS Agreement on file with the Financial Aid Office:

1st Offense – A warning will be issued to the supervisor of the department in violation of the above policy. The department will be able to continue eligibility of the FWS Program.

2nd Offense – A suspension will be issued to the supervisor of the department in violation of the above policy. The department's FWS Program eligibility will be suspended for the academic year following the violation.

If you have any questions about the hiring process, please contact Career Services at careers@cia.edu.

Finally, review your departmental budget and calculate:

- Departmental work-study budget/hourly rate = number of hours available
- You are responsible for monitoring your budget. CIA's Payroll/Financial Aid Offices WILL NOT MONITOR YOUR BUDGET
- **Students are not permitted to earn more than their FWS award**. Supervisors are given the student's FWS award amount on the FWS Agreement. It is the supervisor's responsibility to collaborate with the students to monitor earnings so that each student worker does not exceed their allotted award.
 - **NOTE:** Students may be working in multiple departments and these earnings must be considered. **Upon receipt of a timesheet that exceeds the student's FWS annual allotment, the timesheet will be returned to the department unpaid.**
 - Students are only allowed to work a maximum of **two (2)** FWS assignments concurrently, per year.
- **STUDENTS ARE PROHIBITED FROM WORKING DURING SCHEDULED CLASS TIME.** If this regulation is violated, the department will be warned and placed on probation. If further violations are discovered, the department will jeopardize its' participation within the FWS program.
- Students may work a maximum of 20 hours per week (includes hours worked within each job position held) during the semester and must be enrolled at the Institute for at least 6 credit hours.
- Students may work up to 30 hours a week (includes hours worked within each job position held) when classes are not in session during summer, winter, and spring breaks. Students who work during these times must continue to be enrolled at least half-time in the following semester.

How Does a Federal Work-Study Employee Get Paid?

As the supervisor, you are responsible for tracking the student's hours on timesheets which are available in the Office of Financial Aid. Students are paid once a month. Please note:

- **The ORIGINAL and yellow copy of all timesheets must be turned into the Financial Aid Office by the supervisor by the 1st day of each month (keep the pink copy for your records) via US Postal Service or hand delivery. A copy of the timesheet (via email) can be initially sent to ensure that the deadline is met. However, the original timesheet must be submitted to the Financial Aid Office.**
- Timesheets **CANNOT** and **MUST NOT** be accumulated. Students must be paid each month for the hours worked each month.
- Supervisors must ensure that their FWS employees do not exceed their FWS annual allotments. **Upon receipt of a timesheet that exceeds the student's FWS annual allotment, the timesheet will be returned to the department unpaid.**

- Only Supervisors may turn in timesheets. Students **MAY NOT** turn in timesheets.
- Timesheets **MUST** include the **entire** Department or Organization Account Number
- Timesheets **MUST** include the student’s legal name
- If timesheets are submitted **after** the 1st of the month, they will be considered **LATE** and students **WILL NOT** be paid until the following month

If a student fails to turn in a timesheet, the supervisor must prohibit the student from working additional hours until the previous timesheet is submitted. Once the previous timesheet is collected, the supervisor must submit the timesheet to the Financial Aid Office immediately.

If two or more timesheets are submitted to the Office of Financial Aid within a month, those timesheets are considered accumulated. Allowing students to work without the submission of a previous month’s timesheet is violation of this policy. The following disciplinary action will be taken if two or more timesheets are submitted within a month and/or if students can work without the submission of the previous month’s timesheet:

1st Offense – A warning will be issued to the supervisor of the department in violation of the above policy. The department will be able to continue eligibility of the FWS Program.

2nd Offense – A suspension will be issued to the supervisor of the department in violation of the above policy. The department’s FWS Program eligibility will be suspended for the academic year following the violation.

- If a student works an 8-hour shift, the student must be given an hour lunch break. The lunch break must be either an entire hour or two thirty-minute breaks. The lunch break/s must be indicated on the timesheet accordingly
- Students **ARE NOT** eligible for paid holidays

If you have any questions about paying FWS students, please contact the Financial Aid Office (workstudy@cia.edu).

Pay-Scale

Before assigning a student’s pay-rate, the student’s maximum annual FWS budget, as well as the department’s FWS budget must be considered.

Level 1 \$11.00	Moderate supervision; beginning training; Working with both the public and non-public
Level 2 \$11.50	High degree of training; High degree of experience; Little-no supervision; Supervises other work-study students
Level 3 \$12.00	High degree of proficiency in an area of specialized knowledge/skill; Supervise other work-study students; Facilitates planned educational activities with children or CIA students such as tutoring or assisting with teaching
Level 4 \$13.00	High degree of proficiency in an area of specialized knowledge/skill; Supervise other work-study students; Oversee/Administer workshops; Supervise facility, Perform advanced equipment maintenance and troubleshooting; Inventory/Sale product; Create user documents

Summer/Winter/Spring Break: Federal Work-Study

The majority of FWS students will work throughout the academic year (August through May). Students who are requested to continue to work during the summer/winter/spring break must meet the following requirements:

- They will continue to be enrolled at least half-time in the following semester. Thus, the students are not scheduled to graduate. The last day a graduating senior may work and be paid using Federal Work-Study funds is date of commencement.
- At the end of the fiscal year, on June 30th, the student must be eligible for financial aid for the following year, be awarded FWS funds, and must complete all required financial aid documents prior to working.
- A new **FWS Agreement Form** must be electronically completed via the “Intent to Hire” process for the current academic year.
- **Please Note:** If a student works a FWS job during the summer/winter break, the accumulated hours worked during the summer/winter/spring break will decrease the student’s available FWS funding for Fall and Spring semesters of the upcoming academic year.
- **Students may work up to 30 hours a week (includes hours worked within each job position held) when classes are not in session during summer, winter, and spring breaks.**

Rehiring a Federal Work-Study Student for the Following Year

If a FWS student has performed well on the job and you would like the student to return, you may award a merit increase in increments indicated on the pay scale (see Pay Scale on page 4) unless the student is already at the maximum pay rate. Merit increases **must be processed at the beginning of a semester**. Please complete the **Merit Increase in Pay Rate** form in the Appendix of this manual and return it to the Office of Financial Aid **BEFORE** the student begins working at the updated pay rate.

Problems with a Federal Work-Study Student

As the supervisor, it is your responsibility to make sure the students understand the duties of the job indicated within the job description. For some students, this may be their first work experience. Thus, clear expectations are important. Reviewing students’ work throughout and at the end of the semester is recommended to give the students a chance to improve if needed; see the **Performance Review** form in the Appendix of this manual.

Occasionally, a FWS student worker may not be the right fit for the job. If so, the supervisor has the option to terminate. If the student is terminated, please notify the Office of Financial Aid, indicating the student’s last day of employment. The student may remain eligible to work in the FWS program in other positions depending on the reason for termination.

If a student has been found guilty of **falsifying** timesheets, the following actions should be considered:

- The student should be terminated from the position
- The student should not be paid for the hours falsified
- The student should have to repay the school for the hours falsified
- The student’s action should be reported to the Dean of Student Affairs

In addition, the student may be subject to sanctions as described in the CIA Student Handbook, Section 8, Student Rights, Responsibilities and Code of Conduct.

Confidentiality Agreement

In some FWS jobs, student workers may be asked to work with other students' files or personal information. In this case, the student is required to sign the **Confidentiality Agreement** found in the appendix of the manual. Keep a copy of the signed Confidentiality Agreement for your records and send the original to the Office of Financial Aid.

If you have any questions about the FWS program, please contact the Financial Aid Office (workstudy@cia.edu) in the Office of Financial Aid.

Appendix- Forms

Acknowledgment Receipt

Federal Work-Study Position Description Form

Federal Work-Study Merit Increase Form

Federal Work-Study Confidentiality Agreement Form

Federal Work-Study Student Employee Performance Review Form

Federal Work-Study Timesheets (available in the Office of Financial Aid)

Acknowledgment Receipt of CIA Federal Work-Study Supervisor Handbook

I, the undersigned, acknowledge that I have received a copy of the CIA Federal Work-Study Supervisor Handbook, containing the federal and institutional rules and regulations as they pertain to the CIA Federal Work-Study program.

I understand that I am responsible for reviewing, understanding, and abiding by the information set forth in this handbook.

I understand that failure to submit this acknowledgement does not excuse me from complying with the federal and/or institutional policies, regulations and guidelines of the Cleveland Institute of Art.

I understand that the Department of Education and the Cleveland Institute of Art reserve the right to, at any time, amend or add to the policies, procedures or regulations contained or referred to in the CIA Federal Work-Study Supervisor Handbook.

Lastly, I understand that as a CIA Federal Work-Study supervisor, every year moving forward, is it my responsibility to secure, review, understand and abide by the current year's Federal Work-Study Handbook.

Complete form and submit it to workstudy@cia.edu.

Supervisor's Last Name

Supervisor's First Name

Department Name

Supervisor's Email

Supervisor's Signature

Date



Federal Work-Study Position Description

Department/Organization: <i>(Please print)</i>	
Supervisor Name:	
Contact Info:	Phone: _____ Email: _____
Location:	
Account Number:	
Position Title:	
Number of positions:	
Job Description:	<i>Briefly list duties and responsibilities, etc.</i>
Skills Required:	<i>Briefly list tools or equipment to be used.</i>
Pay (indicate one)	<i>(Maximum 20 hours per week during school/Maximum 30 per week during school breaks)</i>
Level 1 \$11.00	Requires little or moderate supervision; Significant training; low hazardous level working conditions; Working with the public
Level 2 \$11.50	High degree of training; High degree of experience; Little –no supervision; Supervises other work-study students
Level 3 \$12.00	High degree of proficiency in an area of specialized knowledge/skill; Supervise other work-study students; Facilitates planned educational activities with children or CIA students such as tutoring or assisting with teaching
Level 4 \$13.00	High degree of proficiency in an area of specialized knowledge/skill; Supervise other work-study students; Oversee/Administer workshops; Supervise facility; Perform advanced equipment maintenance and troubleshooting; Inventory/Sale product; Create user documents
Start Date:	

CIA Cleveland Institute of Art
Federal Work-Study Merit Increase

Student's Last Name _____

Student's First Name _____

Supervisor's Last Name _____

Supervisor's First Name _____

Department _____

Account Number _____

Original Pay Rate _____

New Pay Rate _____

I acknowledge that the above Federal Work-Study Student Employee is eligible for a merit increase for the following reasons:

Supervisor's Signature _____

Date _____

Federal Work-Study Student Employee Confidentiality Agreement

This confidentiality agreement is made effective as of the date entered below between the Cleveland Institute of Art Departments/Staff Members/Associated Entities and the Federal Work-Study Student Employee (FWSSE) indicated below.

In this agreement, the party who owns the “Confidential Information” will be referred to as the Cleveland Institute of Art Departments/Staff Members/Associated Entities and the party to whom the “Confidential Information” will be disclosed will be referred to as the Federal Work-Study Student Employee.

The term “Confidential Information” means any information or material which is proprietary to the Cleveland Institute of Art Departments/Staff Members/Associated Entities, whether or not owned or developed by the Cleveland Institute of Art.

Confidential Information includes without limitation:

- Student Records
- Employee Records
- Business Records and Plans

Confidential Information does not include:

- Matters of public knowledge

By signing this agreement, the Federal Work-Study Student Employee (FWSSE) whose name is indicated on this Confidentiality Agreement understands that he/she may come in contact with “Confidential Information”. The FWSSE must refrain from discussing (verbal/written) any “Confidential Information” with persons/students/faculty/staff outside of the Cleveland Institute of Art Department/Associated Entities indicated and/or not in this agreement. The FWSSE indicated in this agreement understands that if FWSSE violates this agreement, FWSSE will be terminated from the FWS employment and may be liable for any state and/or federal laws that violating this agreement may incur.

I, _____ have read, understand, and agree to the terms of this Confidentiality Agreement between myself and the Cleveland Institute of Art Departments/Staff Members/Associated Entities.
(Federal Work-Study Student Employee)

Federal Work-Study Student Employee Name (printed) _____
(Last Name) (First Name) (Initial)

Federal Work-Study Student Employee Signature _____
(Date)

Departmental Supervisor Name (Printed) _____
(Last Name) (First Name) (Initial)

Departmental Supervisor’s Signature _____
(Date)

Federal Work-Study Student Employee Performance Review

Student: _____ Semester: _____ Date: _____

Job Title: _____

Supervisor: _____ Department: _____

Factors	NI	SP	EE	Comments
Attendance				
Professionalism				
Communication Skills				
Quality of Work				
Initiative				
Learning Capability				
Continuous Improvement				

Rating Scale

Needs Improvement=NI

Satisfactory Performance=SP

Exceeds Expectations= EE