



COLLEGE *for* **Creative** STUDIES



Work Study Handbook
for Students and Supervisors

Reviewed/Updated: *January 2026*

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I. INTRODUCTION

A. OBJECTIVE

The guidelines, policies and procedures have been written to provide clear and concise direction and to meet the needs of both the Student and Supervisor. Students that are hired through the work study program are required to uphold all policies and procedures outlined in this manual. Supervisors are to adhere to all policies and procedures outlined in this manual as well as any departmental or institutional policies. Both Student and Supervisor will be held accountable for any inappropriate behavior demonstrated in the work study program. No student is automatically entitled to be part of the work study program and the College and/or Department is not required to provide job opportunities for any particular student. The work study program is not intended to replace full or part time employees, where a position has been eliminated for any reason.

B. TYPES OF STUDENT EMPLOYMENT

1. FEDERAL WORK STUDY (FWS)

Federal Work Study is a federally funded work program. As defined by the Department of Education and in accordance of FWS 34 CFR 675.1, the Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education. FWS is a need-based award; current year FAFSA completion is mandatory to be considered for the funds. Award amounts are determined by the yearly Federal allocation of funds.

2. INSTITUTIONAL WORK STUDY (IWS)

Institutional Work Study is an institutionally funded work program. Allocation of funds come from departmental budgets and is not based on students demonstrated need. Student applicants can consist of international students, students that have not completed current year FAFSA, etc. The purpose of IWS is to provide students with part-time jobs, helping them earn wages to help pay for educational expenses.

II. POLICIES AND PROCEDURES FOR STUDENTS

A. GENERAL GUIDELINES

The Federal Work Study (FWS) is a federally fund work program to help students earn wages to help with educational expenses. FWS is intended to provide students with hands on experience in their field of study. The Financial Aid Office will guide the student through the work study process, however will not seek out employment opportunities on the student's behalf.

B. ELIGIBILITY

1. FEDERAL WORK STUDY (FWS)

Student is required to complete current aid year FAFSA application. Student can visit, <https://studentaid.gov/h/apply-for-aid/fafsa> for filing options. College for Creative Studies FAFSA school code is 006771. Student must demonstrate need, which is determined by the following formula: Cost of Attendance (COA) – Student Aid Index (SAI from FAFSA). Student must maintain Satisfactory Academic Progress (SAP), which can be reviewed on the Policy and Procedure site. Student must maintain at least part-time enrollment (6 credits or above). If student's enrollment status drops below part-time, student will be terminated from current position

2. INSTITUTIONAL WORK STUDY

Student is not required to demonstrate need. Student can seek out employment opportunities at will. Student must maintain Satisfactory Academic Progress (SAP), which can be reviewed on the Policy and Procedure site. Student must maintain at least part-time enrollment (6 credits or above). If student's enrollment status drops below part-time, student will be terminated from current position

C. PLACEMENT

Students will seek out work study opportunities, utilizing word of mouth, departmental recommendation or the online work study job posting link, <https://campus.collegeforcreativestudies.edu/financial-aid/work-study-postings/>

No placement is guaranteed and requirements will vary based on position. Hiring supervisors will determine applicant placement and will initiate the hiring process by completing the Work Study Authorization Form.

D. HOURS

Student will be eligible to work, up to 20 hours max per week. If student has multiple positions, the student can work up to 20 hours max per week for all positions combined. Hours will be determined by

hiring supervisor and department needs. This requirement is set into place to ensure the student has adequate time to focus on their studies and coursework. When the college campus is closed, students are not to be working.

E. SUMMER WORK STUDY POSITIONS

Student must be enrolled for Winter semester and next Fall semester to be eligible for Summer work study. Student will not be permitted to work if both of the requirements are not fulfilled.

F. WARNING/TERMINATION

If a student employee is not performing their duties in accordance to the job description or satisfactorily, student may be terminated from the work study position. Improper use or violation of college property or falsification of time records may result in immediate termination.

G. REHIRE PROCEDURES

Students who are eligible for rehire for the next academic year, must have hiring supervisor complete a new Work Study Authorization Form. Work Study Authorization Forms are year specific and cannot be carried forward to a new academic year.

H. START DATE OF EMPLOYMENT

Students ARE NOT permitted to start work until the completed Work Study Authorization Form with all sections have been completed and signed by the appropriate departments. The student must complete and return to HR all required documents prior to starting work.

I. EARNED SICK TIME HOURS (ESTA)

In compliance with the Michigan Earned Sick Time Act, students will earn one (1) hour of paid Earned Sick Time for every 30 hours worked to be used for reasons allowed in the Act. (see Earned Sick Time in policy database for details).<https://campus.collegeforcreativestudies.edu/policy/earned-sick-time-act-policy/>

J. SAFETY

CCS is committed to a safe and healthful environment. The College observes all federal, state and local laws governing occupational health and safety. CCS policies encourage adherence to safe and healthful work practices.

Each employee is required to perform their job in a safe and careful manner. If required by law or best practices, use protective clothing or devices. If any employee observes any dangerous or potentially harmful situation, they are required to report it to their immediate supervisor or the Director of Facilities and Administrative Services. Each employee is asked to submit suggestions concerning safety in the workplace to their immediate supervisor. While direct responsibility for the safety of any operation rests

with the supervisor of that operation, each employee is personally responsible for performing assigned duties with the primary concern for their own safety, as well as the safety of students and other CCS employees.

CCS Safety Rules:

1. Any accident or injury requiring medical attention must be immediately reported to a supervisor and the Office of Human Resources. An Accident/Injury Report form is available from Campus Security.
2. Hazardous conditions or unsafe job practices must be brought to the attention of a supervisor.
3. Every employee is required to know and follow all safety procedures that apply to their job.
4. Every employee must keep work areas neat and clean.
5. Employees must wear proper and prescribed protective equipment and clothing for a job or task.
6. Employees must submit health and safety guidelines pertinent to the tools and materials used in each of their courses.
7. All CCS employees must prioritize and practice safety at all times.
8. Flammable and dangerous articles and materials must be kept in their required storage places.
9. Fire extinguishers must be readily available when working with volatile materials.
10. There is no smoking allowed in any CCS building or within 15 feet of a building entrance.
11. Employees must be familiar with machinery and equipment that they use.
12. Never attempt to operate equipment that is broken or not complete.
13. Safety is every CCS employee's responsibility.

III. POLICIES AND PROCEDURES FOR SUPERVISORS

I. REQUESTING A WORK STUDY STUDENT

In order to meet the Federal requirement of equal access to work study opportunities, supervisors must post all open job opportunities for a minimum of 6 weeks or until a suitable candidate is found, each year utilizing the work study Submit Your Job Description. Supervisor will post job opportunities utilizing the work study posting link, <https://campus.collegeforcreativestudies.edu/financial-aid/submit-your-job-description/>.

If supervisor is rehiring work study students for the upcoming academic year, supervisor must complete a new Work Study Authorization Form and the position must also be posted.

Supervisors are required to review their work study job description prior to the end of the academic year (Winter semester) and provide any updated job descriptions to the work study coordinator in the Financial Aid Office. You must provide an updated work study job description each year you are posting/hiring for said position.

J. HIRING A WORK STUDY STUDENT

Once a decision has been made to hire a work study candidate, notify the candidate. The supervisor will initiate the hiring process by completing the Work Study Authorization Form, which can be found on the Financial Aid Office page. Once the student and supervisor have completed their portions, the Work Study Authorization Form should be submitted to the Financial Aid Office for review and processing. Supervisors are encouraged to have ALL student employees contact Human Resources, 313.664.7853, to verify all hiring paperwork is completed and up to date. Student must meet the following criteria to be hired and to maintain employment as a work study student:

1. Student must be enrolled for current semester at least half – time (6 credits or above). If student drops or withdraws to below half-time during the semester of employment, student will be terminated from current position.
2. Student must be in good standings of Satisfactory Academic Progress (SAP). Rules can be reviewed on the Policy and Procedure site. <https://campus.collegeforcreativestudies.edu/policy/>
3. Student cannot exceed 20 hours per week combined, even if student has multiple positions.

K. PAY RATE AS OF WINTER 2026 ACADEMIC YEAR

Employee Classification	Employee Level	Hourly Rate
Student Employee 1	SE1	\$13.73
Student Employee 2	SE2	\$14.23
Student Employee 3	SE3	\$14.73
Student Employee 4	SE4	\$15.23

**Pay scale goes into effect January 1, 2026. This scale supersedes any prior pay scale and is nonnegotiable. Any authorization form that is submitted with a different amount listed will be sent back to the Manager/Hiring Department for review and correction. Pay rates will be reviewed yearly and as State minimum wage changes arise.*

L. JOB CLASSIFICATION AND PAY JUSTIFICATION

JOB CLASSIFICATION FOR STUDENT EMPLOYMENT

- a. **Administrative:** PROVIDING GENERAL SUPPORT TO FACULTY, STAFF OR CLASS SETTING. PROVIDE LIGHT CUSTOMER SERVICE VIA PHONE, EMAIL AND IN-PERSON. HELP WITH FILING, MAILING AND OTHER DUTIES TYPICAL AS SEEN IN AN OFFICE SETTING.
- b. **Non-Technical Support:** PROVIDE LIGHT CUSTOMER SERVICE VIA PHONE, EMAIL AND IN-PERSON. EQUIPMENT CHECK IN AND CHECK OUT, MAINTAIN INVENTORY, ROOM SET UP, ETC.
- c. **Technical Support:** PROVIDE TECHNICAL SUPPORT AND ASSISTANCE WITH EQUIPMENT (CAMERAS, COMPUTERS, CONFERENCE ROOM/LECTURE HALL EQUIPMENT SET UP, ETC.)
- d. **Student Facing:** STUDENT AMBASSADORS, TUTORS, RA'S TEACHING ASSISTANTS, COMMUNITY ARTS, ETC.
- e. **Managerial Assistance:** OPEN/CLOSE OFFICE, LAB OR DEPARTMENT, COLLECT PAYMENTS, DIRECT LAB ATTENDEES AND EQUIPMENT, MAY DIRECT OTHER WORK STUDY EMPLOYEES IN ABSENCE OF MANAGER, ETC IN EMERGENCY SITUATIONS ONLY.

EXPERIENCE LEVEL PERTAINING TO PAY SCALE

SE1: Entry level positions requiring basic skills attained through on the job training. No previous work experience or coursework required. Responsibilities may require the application of basic organizational or technical knowledge, operation of simple equipment or performing routine tasks. Very little independent decision making with regular supervision.

SE2: Requires basic skills acquired through some previous work experience, training and/or completion of related coursework required. Responsibilities may require the application of basic organizational and/or more technical knowledge, operation and accountability for more complex equipment or performing routine tasks.

SE3: Moderately developed specific skills, significant work experience and/or completion of related upper-level coursework required. Responsibilities may include data analysis, independent supervision or coordination of programs and/or projects involving complex equipment or analysis of data.

SE4: Highly developed specific skills, or significant previous work experience and training required. Responsibilities can include regular independent supervision and /or coordination of programs and/or projects involving highly complex equipment, analysis of data. Other responsibilities may include regular independent decision making, monitoring equipment and attendees, helping over and beyond general levels (i.e. troubleshoot equipment errors, help with specialized projects and provide direction to other students). The decisions of students in these positions could affect the total operation and success of a project or program.

M. START DATE OF EMPLOYMENT

Students **ARE NOT** permitted to start work until the completed Work Study Authorization Form has been signed by Human Resources. All sections must be completed and signed by the appropriate departments. In the event a student has worked prior to form being approved, the manager must contact HR immediately.

N. WORK STUDY ORIENTATION

It is best practice to orient your work study employee on the first day of employment to discuss expectations. This time should be used to discuss work load, performance standards, work schedules, go over any training or specific procedures, systems, dress code, etc. The goal is to have a clear understanding of the job and its requirements and to provide both the student and supervisor an understanding of the expectations.

O. SUPERVISION OF WORK STUDY EMPLOYEE

Students are expected to have in-person supervision. The hiring manager/supervisor will always assume responsibility even if not present in unforeseen, limited circumstances.

P. TIME KEEPING RECORDS

Students are responsible for entering their time worked in Time Clock Plus each week as worked. Supervisors are solely responsible for ensuring the hours are accurate before approving. These records should be approved by the supervisor weekly. When the college campus is closed, students are not to be working.

Q. WARNING/TERMINATION

If a student employee is not performing their duties satisfactorily according to the job description, the student can be terminated from the work study position. Improper use or

violation of college property or the falsification of time records may result in immediate termination.

STUDENT EMPLOYMENT AUTHORIZATION FORM - CAN BE FOUND IN DOCUSIGN

DocuSign Envelope ID: 00FC66D9-C118-4A33-B68A-B7E91AB2FA4A

COLLEGE for Creative STUDIES

201 E. Main Street, Suite 400, St. Louis, MO 63102-4000

Student Employment Authorization Form

Students are NOT permitted to work until ALL sections are completed and signatures are received

STUDENT SECTION:

Student Name: _____

CCS I.D. #: _____

- I have discussed the position and hours with the department supervisor and I feel I am capable of meeting these requirements
- I understand that I am not able to begin work until my work documents are on file in the CCS Payroll/HR Office
- I understand that this is a paying job and I must perform the duties assigned

Student Signature

Date

DEPARTMENT SECTION:

Hiring Department: _____ Supervisor: _____

Position Title: _____ Pay Rate: _____

Budget Center for Position: _____

Position description has been submitted to the Office of Financial Aid? Yes ☐ No ☐

Hours per WK: _____ Start Date: _____ End Date: _____

New Hire ☐

Rehire ☐

- I have discussed the position and hours with the student and feel he/she is capable of meeting these requirements
- I have informed the student they must complete any HR work forms PRIOR to their start date

Supervisor Signature

Date

FINANCIAL AID SECTION:

_____ FWS _____ CCSWS

Work Study Coordinator Signature

Date

HUMAN RESOURCES SECTION:

_____ Human Resource Forms Complete

Human Resource Signature

Date

PAYROLL SECTION:

_____ Work Study added to Time Clock

Payroll Signature

Date



COLLEGE *for* Creative STUDIES

Work-Study Position Opportunity

POSITION	
HOURS PER WEEK	
DEPARTMENT	
SUPERVISOR	
SUMMARY OF POSITION	
DUTIES AND RESPONSIBILITIES	•
QUALIFICATIONS	•
REQUIREMENTS	1. Must be registered for classes 2. Student Employment Authorization Form completed & approved. 3. Work Study Employee New Hire Paperwork completed.

POINT OF CONTACTS

FINANCIAL AID OFFICE CONTACTS

Jami Johnson, Financial Aid Counselor

P: 313.664.7496

E: jjohnson22@ccsdetroit.edu

Mathew Catanese, Director of Financial Aid

P: 313.664.7497

E: mcatanese@ccsdetroit.edu

HUMAN RESOURCE OFFICE CONTACTS

Kennedy Kilgore, HR Coordinator

P: 313.664.7853

E: kkilgore@ccsdetroit.edu

Raquel Diroff, Chief Human Resource Officer

P: 313.664.7651

E: rdiroff@ccsdetroit.edu

PAYROLL OFFICE/BUSINESS OFFICE CONTACTS

Mark Fanning, Payroll & Accounts Payable Manager

P: 313.664.7436

E: payroll@ccsdetroit.edu

Heather Good, Director of Business Services

P: 313.664.7440

E: hgood@ccsdetroit.edu