



College for Creative Studies

Work Study Handbook for Students and Supervisors

Reviewed/Updated: 03/2021

Table of Contents

Introduction	3
Objective	3
Types of Student Employment.....	3
Policies and Procedures for Student	4
General Guidelines.....	4
Eligibility	4
Placement.....	4
Hours.....	4
Summer Work Study.....	5
Warning/Termination.....	5
Rehire Procedures	5
Start Date of Employment	5
Policies and Procedures for Supervisor	6
Requesting a Work Study Student	6
Hiring a Work Study Student.....	6
Pay Rate	6
Job Classification and Pay Justification.....	7-8
Start Date of Employment	8
Orienting the Work Study Employee.....	8
Supervision	8
Timesheets	8
Warning/Termination.....	8
Appendix	
Work Study Authorization Form	9
Work Study Job Description Template.....	10
Point of Contacts.....	11

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, www.fafsa.ed.gov 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) – Expected Family Contribution (EFC 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, http://myccs.collegeforcreativestudies.edu/financial_aid/workstudyjobpostings.html. 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 19 hours max per week. If student has multiple positions, combined, student can work up to 19 hours max per week. 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.

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 timesheets will 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 is received from Human Resources, with all sections completed and signed by appropriate departments. Any hours worked prior to receiving the completed work study authorization, will need to be adjusted in current or future weeks to accommodate those hours/wages earned prior to receiving completed Work Study Authorization Form.*

III. Policies and Procedures for Supervisors

I. Requesting a Work Study Student

Supervisor will post job opportunities utilizing the work study posting link, <https://ccsedu.wufoo.com/forms/work-study-posting/>. Postings will remain active for 6 weeks or until suitable candidate is hired. If supervisor is rehiring work study students for the upcoming academic year, supervisor must complete a new Work Study Authorization Form.

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](#).

If the supervisor is rehiring work study students, for currently filled positions, for the upcoming academic year, the position does not need to be posted; however, the supervisor must complete a new [Work Study Authorization Form](#).

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. If you or your department has not filled a work study position prior to Fall 2018, you will be required to provide a job description to the work study coordinator in the Financial Aid Office, prior to listing/filling the 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 Blackboard, under the Financial Aid Office. 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, 313.664.7652, 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.
3. Student cannot exceed 20 hours per week combined, even if student has multiple positions.

K. Pay Rate as of Fall 2021 Academic Year

Employee Classification		Hourly Rate
Student Employee 1	SE 1	\$9.65
Student Employee 2	SE 2	\$10.00
Student Employee 3	SE 3	\$10.50
Student Employee 4	SE 4	\$11.00

**Pay scale goes into immediately. 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 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, supervise lab attendees and equipment, supervise other work study employees in absence of Manager, etc.

Experience Level Pertaining to Pay Scale

SE 1: Requires little to no previous experience. Has had exposure to skills needed to perform job functions but lacks experience. Work is performed under close supervision, tasks are somewhat routine in nature and work is reviewed by Manager.

SE 2: Requires some previous training or experience, what could be described as intermediate skill level. While generally supervised, some independent judgment and initiative is required.

SE 3: Requires previous training or experience, what could be described as intermediate/expert skill level. Work involves some supervisory role and office/worksite oversight in the absence of the Manager

SE 4: Requires specialized training or experience, what could be described as expert skill level. Will provide supervision and managerial functions in the

absence of Manager. Will be responsible for office or worksite environment, including opening/closing, monitoring equipment and attendees, providing assistance to attendees over and beyond general levels (i.e. troubleshoot equipment errors, help with specialize projects, provide direction to other students, etc.)

M. Start Date of Employment

*Student **ARE NOT** permitted to start work until the completed Work Study Authorization Form is received from Human Resources, with all sections completed and signed by appropriate departments. Any hours worked prior to receiving the completed work study authorization, will need to be adjusted in current or future weeks to accommodate those hours/wages earned prior to receiving completed Work Study Authorization Form.*

N. Orienting the Work Study Employee

It is best practice to orientate your work study employee on the first day of employment to discuss expectations. This time can be used to discuss work load, performance standards, work schedules, go over any training or specific procedures, systems, dress code, etc. The goal of the orientating 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

Student will be permitted to work unsupervised, however, hiring managers/supervisors will assume responsibility even if not present.

P. Timesheets

Students are responsible for entering their time worked in Time Clock. Supervisors are solely responsible for ensuring the hours are inputted correctly and accurately before signing off. To prevent delays in payment, submit completed timesheets no later than the 1st and 16th of each month.

Q. Warning/Termination

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

IV. Appendix

 COLLEGE for Creative STUDIES <small>201 E. Kivley Detroit MI 48202-4024</small>	
Student Employment Authorization Form	
<i>Students are NOT permitted to work until all documents are received by Human Resources.</i>	
STUDENT SECTION:	
Student Name: _____	
CCS I.D. # _____	
<ul style="list-style-type: none">• 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: _____
Position description has been submitted to the Office of Financial Aid? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hours per Wk: _____	Start Date: _____ End Date: _____
New Hire <input type="checkbox"/>	Rehire <input type="checkbox"/>
<ul style="list-style-type: none">• 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 <u>PRIOR</u> to their start date	
_____	_____
Supervisor Signature	Date
FINANCIAL AID SECTION:	
_____ FWS (206) _____ CCSWS (204)	
_____	_____
Coordinator Signature	Date
HUMAN RESOURCES SECTION:	
_____ Human Resource Forms Complete	
_____	_____
Human Resource Signature	Date
Submit Completed Form to the Financial Aid Office	

Work-study Position Opportunity

Position	
Hours per Week	
Department	
Supervisor	

Summary of Position	
Duties & Responsibilities	▪
Qualifications	▪
Requirements	<ol style="list-style-type: none"> 1. Must be registered for classes 2. Student Employment Authorization to Hire form 3. Work Study Employee New Hire Packet on file

Updated:

Point of Contacts

Financial Aid Office:

Mathew Catanese, Director of Financial Aid

P: 313.664.7497

E: mcatanese@collegeforcreativestudies.edu

Ayman Nassir, Work Study Coordinator

P: 313.664.7496

E: anassir@collegeforcreativestudies.edu

Human Resource Office

Lisa Poszywak, Generalist

P: 313.664.7652

E: lposzwak@collegeforcreativestudies.edu

Raquel Diroff, Director of Human Resources

P: 313.664.7651

E: rdiroff@collegeforcreativestudies.edu

Payroll Office

Jennifer Renaud, Payroll Administrator

P: 313.664.7478

E: jrenaud@collegeforcreativestudies.edu

Kerri McKay, Director of Business Services

P: 313.664.7441

E: kmckay@collegeforcreativestudies.edu