



North Idaho College

Financial Aid Office

**Work-Study Program
Supervisor Manual**

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Section I: Introduction

The Federal Work-Study and the Atwell J. Parry Work-Study (State of Idaho) are financial aid programs designed to stimulate and promote part-time employment for students who need additional funding to help finance the cost of their education and to encourage students to participate in community service areas. Communication skills, organizational skills, and the ability to work with other people are skills the student will use in a work-study position. Many students use their work-study jobs to explore career options and to update their resume. The college will benefit as work-study students generally work on campus which supplements help with necessary campus jobs. Funding for the work-study programs comes from federal and state governments and the college. Since allocations for work-study from the federal and state governments change each year, the amount of work-study funding also varies from year to year.

The Financial Aid Office (FAO) coordinates all aspects of the work-study programs including determining student eligibility, maintaining payroll records, and working with supervisors to maintain accountability and viability of the work-study programs. Students and supervisors with questions or concerns with the work-study program should call, email, or request an in-person appointment. The main phone number for supervisors to use is 208-676-7214 and the email is FAO@nic.edu. Students should call Cardinal Central for questions at 208-769-3311 or their email CardinalCentral@nic.edu.

Section II: Student Eligibility

Student Eligibility for Work-Study (Non-Athletic Work-Study)

To be eligible for a Federal or State work-study award the student must complete a FAFSA or Free Application for Federal Student Aid. Then the student must fit the following:

- Have a valid FAFSA and have a complete financial aid file
- Be eligible for need-based aid (PELL Grant, FSEOG, Subsidized loan)
- ** Students who are only eligible for unsubsidized loans are not eligible for a work-study award
- Have remaining “need” COA-EFC-Awards= Possible WS Award Eligibility
- Meeting Satisfactory Academic Progress (SAP)
- SAP Requirements: (or be on an approved probation contract from a SAP appeal)
 - GPA 2.0 or higher
 - Completion rate of 66.67% or higher
 - Within 150% of credits needed to complete a degree
- Be degree-seeking in an eligible degree or certificate
- Enrolled in at least 3 Title IV eligible credits
- Not concurrently enrolled with U of I/LCSC

Section III: Student Application Process/Finding a Job

Once a valid FAFSA is received by the Financial Aid Office and the student completes all required verification items they will be awarded grants and/or loans. Once awarded the grants and/or loan awards, the Financial aid office will notify the student if they have additional eligibility for a work-study award that includes the work-study application link. The student is given instructions to locate a job and contact the hiring supervisor listed on the NIC Work-Study Job Board located at <https://www.nic.edu/workstudy/workstudyjobs.aspx>

After the student applies for work-study the FAO confirms eligibility and awards the student as a “Pending award” at \$0.00. The award total is finalized after hiring based on the student job level and established hourly wage compared total hours expected for the hiring period. See Section VI: Determining the Rate of Pay

Section IV: Student Awards

The finalized work-study award is based on the formula
COA(Cost of Attendance) – EFC (Expected Family Contribution) – Other Awards = WS Eligibility

*It is possible that a student’s accepted loan may be reduced to accommodate a work-study award unless the student requests otherwise.

Section V: Hiring Process/Work-Study Authorization (WSA)

You have the option of using an application for your position(s). It is recommended to mimic real-life job experience for your prospective student.

You have the option of holding an interview with a prospective student. It is recommended, but not required.

If you decide to hire a student, they will present you with a Work-Study Authorization form completed through Step 1. As the hiring supervisor, you complete section 2 which includes the designation for the job level and hourly pay. You will also complete the estimated hours per week.

Once the WSA steps 1 and 2 are complete, the hiring supervisor will scan and email, fax, or interoffice the form to the NIC Human Resources Office.

The NIC Human Resources Office will complete the onboarding process with the student including a one-on-one appointment to finalize all new-hire paperwork.

Reminders:

- DO NOT tell the student which documents they must bring with them to the HR office to complete the required I-9 form
- **The NIC HR Office approves the official start date**

Section VI: Determining the Rate of Pay

All work-study student employees are paid at a minimum of \$9.00/hour. All hourly wage determinations must be made using the Pay Range and Position Classification Rubric:

Job Level	Pay Rate Range ³	Job Duties	Required Experience	Skill Level	Supervision	Position Type
Student 1	\$9.00 - \$10.00	Duties are routine, general, and simple to perform; Minimal judgement needed	None to some limited experience and/or education required	No special skills necessary; training is provided	Work closely supervised; No supervision of other student employees	Entry Level
Student 2	\$10.25 - \$12.00	Duties are routine, but moderately difficult to perform; Elevated level of responsibility; Exercises some independent judgement	Some related experience and/or education necessary	Some acquired skills and specialized training necessary to perform job independently within scope	General supervision provided; peer coaching expectations; May supervise other student employees	Skilled Position
Student 3	\$12.25 - \$14.00	Duties are more complex and technical in nature; Moderate responsibility; Independent judgement and decision making necessary	Previous work experience or equivalent education required	Specific knowledge, special skills, and related experience required to perform duties with minimal training	Work independently with supervisor involvement; May supervise other student employees	Advanced Skill, Technical Position; Lead Role
Student 4	\$14.25 - \$16.00	Specialty position and/or duties involving a high level of difficulty/complexity in a self-guided environment; High degree of responsibility and professionalism	Substantial previous work experience and education required	Significant amount of specialized training and special skills; Ability to execute tasks at the highest level	Self-directed, working independently under supervisor guidance; May supervise and direct the development of other student employees	Specialty Position; Professional Role, Internship

¹Job descriptions must be complete, throughout, and fit all legal requirements.

²Freshman and sophomore students must have varied job descriptions and duties to have different pay rates.

³Pay rate assignments should be made in .25¢ increments.

The assigned job level and hourly rate must match the approved job description for each position.

Section VII: Posting a New Position/Job Description Compliance

The approved work-study supervisor will receive an email upon completion of the annual training. In that email, there is a link to submit a job description to post on the NIC Work-Study Job Board. Each position will need to be submitted separately. Each job description submitted will be approved and posted by the Campus Work-Study Coordinator.

Job Description Template:

Work-Study Job Posting Template

Please note: All fields are required. Incomplete forms will not be processed.

* Position Type	<input type="text" value=""/>
* Location	<input type="text" value=""/>
* Department	<input type="text" value="-- None --"/>
* Name of employer	<input type="text" value=""/>
* Position title	<input type="text" value=""/>
Job level	<input type="text" value="Job level 1"/>
* Pay Rate per hour	<input type="text" value=""/> Ex. \$9.00
* Position start date	<input type="text" value=""/>
* Length of employment	<input type="text" value="Full academic year"/>
* Department description	<input type="text" value=""/>
* Purpose/role of position	<input type="text" value=""/>
* Duties and responsibilities	<input type="text" value=""/>
* Desired qualifications	<input type="text" value=""/>
* Desired skills	<input type="text" value=""/>
* Name of supervisor	<input type="text" value=""/>
* Supervisor phone	<input type="text" value=""/> (208) XXX-XXXX
* Supervisor email	<input type="text" value=""/>
	<input type="button" value="Submit"/>

Example Compliant Job Description

Example: Compliant Job Description

Position Type: On-Campus NIC
Position Location: Student Union Building
Campus Department: Career Services Office
Name of Employer: Taysia Goodwin, Director
Position Title: Office Assistant

Job Level: 2
Pay Rate: \$10.50/hr.

Position Start Date: 8/24/2020

Length of Time: Academic year; Summer Online Session (optional)

Department Description:

North Idaho College Career Services provides high quality, responsive career counseling, resources, and education to students, prospective students, and alumni, to help ensure that their education is purposeful, to assist them in choosing and achieving meaningful career and life goals, and to increase their lifelong opportunities for success.

Purpose/role of the position:

As a student liaison, you will work directly with the Career Services department staff by providing general information about the services our department provides to our target audience. You will assist in tracking student inquiries over the phone and in-person including resume writing and interviewing skills improvement. Other office work-related duties will be assigned as needed.

Duties and Responsibilities:

Field Career Services inquiries
Process applications for services
Track student traffic
Assist Career Services staff with editing written communication
Filing/scanning
Answering incoming calls

Desired qualifications:

Completion of ENGL 101
GPA at or above 2.5

Desired skills:

Strong interpersonal skills
Microsoft Office Skills; Word and Excel
Strong writing and grammar skills
Phone Skills

Supervisor Name: Vicente Perez
Supervisor Contact Phone: 208-769-3300
Supervisor Contact Email: Vicente.Perez@nic.edu

Job Description Do's:

- Write your job description to be thorough and robust.
- Be precise. This is critical for accurate job evaluation and analysis.
- Use a factual and impersonal style when writing the job description.
- Base the job description on the department's needs.
- Write an accurate, concise, and complete job description.
- Keep sentence structure as simple as possible, omitting unnecessary words that do not contribute pertinent information.
- Begin each duty/task with an action verb.
- Be consistent when using terms like "may" and "occasionally." (These should be used to describe tasks that are performed once in a while or tasks that only some employees perform.)
- Refer to job titles rather than incumbents, i.e., "Reports to Manager" instead of "Reports to Jamal Jones."
- Use a logical sequence in describing duties and responsibilities (Key Responsibility first, followed by the corresponding duties)
- Focus on critical activities.

Job Description Don'ts:

- Write a short, basic, or minimalistic job description.
- Use the narrative form when writing a job description.
- Base the content of the job description on the capabilities, skills, and interests of the incumbent.
- Write the job description based upon the desired job classification.
- Write the job description as step by step guide on how to do the job.
- Include minor or occasional tasks, which are not unique to a specific job.

Section VIII: Total Award Allocation/Tracking Award Use/Payroll

A student may work up to their finalized total award allocation. If your work-study student is nearing their annual award allotment, contact the FAO. There may be additional funds available, however, they are on a first-come-first-serve basis, and will only be available to a student with additional financial aid need.

All employees will enter their time via their MyNIC account. Employees will submit their time to their supervisors biweekly. Employees must submit their time to their supervisor by 10 am the Monday following the end of the pay period. Supervisors must approve time by 5 pm on the Tuesday following the end pay period.

*Failure to approve time more than 6 times during the academic year will result in a negative comment on one's annual review

Work Hours/Limitations

Work-Study student employees may work a maximum of 20 hours/week while NIC is officially in session. Students can work up to 40 hours per week during spring break and over the summer (if not taking classes and has eligibility).

While student employees are awarded for the full academic year by semester. Awards are not limited by the semester for which they are awarded, i.e. an award of \$1000 or \$500 per semester can be earned in any amount per semester as long as the total award allocation isn't exceeded. Any unearned funds do not roll over to the next academic year. Instead, unearned funds are reallocated as a matter of the semester reconciliation process.

Award Tracking

It the supervisor's responsibility to track the hours worked and dollars earn toward your student's award allocation. A tracking tool is provided and must be used. It may be requested by the FAO at any time. Also, it can be provided to the student upon their request.

***If you allow your work-study student to earn more than their award, the amount of the overage will be charged to your department budget**

A timesheet will be provided to track weekly hours worked. The timesheet is only mandatory for non-profit and for-profit entity supervisor.

Payroll

All work-study student employees must enter their time via their MyNIC account by 5:00 pm on Monday following the end of the bi-weekly pay period. Employees must submit their time to their supervisor by 10 am the Monday following the end of the pay period. Supervisors must approve time by 11:59 pm on the Tuesday following the end of the pay period.

Employee Time Entry Due	Monday 5:00 pm
Supervisor Time Approvals Due	Tuesday 11:59 pm
Non-Profit/For-Profit Entity Timesheets due	Monday 5:00 pm

*Failure to approve time more than 6 times during the academic year will result in a negative comment on one's annual review

Section IX: Changes to Employment Status/Disciplinary Action/Termination of Employment

Changes to Employment

Report any changes to the Financial Aid Office as soon as possible.

Changes that should be reported:

- You terminate your work-study student
- A student stops working/resigns position
- A student comes close to using their annual work-study award allotment
- A temporary supervisor needing to take over your responsibilities even for a small amount of time

Disciplinary Action

- First, provide constructive feedback
- Then, use these disciplinary steps, if necessary:
 - Verbal warning
 - Written warning
 - Termination, if necessary

Reasons to Terminate:

- Excessive absence or tardiness
- Refusing to fulfill their job responsibilities
- Violation of the NIC Code of Student Conduct.

Examples:

- Forging payroll or time records
- Breach of confidentiality agreements (FERPA)

If a student violates the NIC Code of Student Conduct, you must contact the Financial Aid Office immediately.

Termination of Employment

You have the right to terminate in necessary. If you choose to terminate and have followed disciplinary steps, you must complete a Part-Time Personnel Action Form (PAF) and submit it to the NIC Human Resources Office and copied to the Financial Aid Office.

A PAF must be completed if a work-study employee stops working, is terminated, or exhausts their work-study award allotment.

The PAF is found on the HR Portal.

Section X: Supervisor Responsibility/Accountability/Site Visits

As a Title IV program that falls under the regulations of the U.S. Department of Education, we must adhere to the rules and policies set forth or lose the right to provide any Title IV Federal Student Aid (Pell, Loans, FSEOG, or Federal Work-Study) to North Idaho College Students. As a supervisor, you must abide by terms and conditions in the Supervisor Acknowledgement or lose your privileges to participate in the Work-Study Program.

Supervisor Acknowledgement of Terms and Conditions (example email)

Once annual supervisor training is complete. New supervisors will receive an email with a link to complete this acknowledgment of the terms and conditions:

- *I have completed the annual work-study supervisor training
- *I have read the [Work-Study Supervisor Manual](#)
- *I understand that my work-study student(s) may not work more than 20 hours per week (except when school is officially not in session or if a student isn't enrolled during the summer session)
- *I must keep track of my work-study worked hours/dollars earned on the award/allotment tracking spreadsheet
- *I will not allow your work-student(s) to exceed their annual award allocation. (overages will be deducted from my department budget)
- *I will not allow my work-study student to work unsupervised
- *I will not allow my work-study student to do homework during assigned work hours

******Failure to abide by these terms and conditions could result in the loss of work-study supervisory privileges.***

The completed acknowledgment will remain on file with the FAO for the full academic year.

Site Visits

Site visits consist of the Campus Work-Study Coordinator randomly visiting each department/supervisor to observe the type of work the student employee is doing, answer questions about the program rules, and assess the work environment. The coordinator is verifying safety, suitability, and the level of work that fits the submitted job description of the student employee.