



Undergraduate Work-Study Manual For Students

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Introduction

The purpose of this manual is to provide information on the three (3) Work-study programs at IAIA: Federal (FWS), State (NMWS) and Institutional (IWS). These programs are designed to provide part-time student-employment for students who are deemed as eligible.

This manual provides IAIA students with policy information that includes external Federal and State regulatory policies and internal IAIA policies.

The policies and procedures described in this manual are not for regular IAIA staff and are not considered an employment contract. IAIA students hired under the IAIA work-study program are considered program participants, even though terms such as “job”, “position” and “employment” are denoted.

While IAIA will take any effort to advertise and announce any/all works-study program edits/changes, IAIA reserves the right to improve, modify, revoke, suspend, terminate, or change any or all program procedures, and rules in whole or in part, at any time with or without notice in accordance with Federal, State and/or internal IAIA policies and regulations. Major changes in policies, rules, and procedures will be published. It is considered the responsibility of the student to review any updates and/or edits.

The IAIA work-study program is a partnership between the program participant (IAIA Student), the Financial Aid Office (Federal/State program types), the Career Office (all program types), the hiring department (all program types) and the IAIA Human Resource Office (all program types).

Disclaimer: Unemployment insurance is not collected from IAIA for work-study program participants (regardless of work-study employment program type). Thus, a student employed as a FWS, NMWS or (IWS) program participant is NOT eligible for New Mexico Unemployment Compensation Benefits.

Types of Student Employment Programs

- Federal Work-Study (FWS): Based on official/final FAFSA results. Need-based. Limited funding with award limits.
- New Mexico State Work-Study (NMWS): Based on official/final FAFSA results. Need-based. Limited funding with award limits. Requires NM residency.
- Institutional (IAIA) Work-Study (IWS): Non-need based. Award limits set by hiring dept.

Student Eligibility

For program participation via the IAIA work-study employment program for FWS, NMWS and/or IWS, except where noted), participants must:

- Be enrolled in and maintain a credit load of at least 6 credit hours during the regular semester or 3 semester hours during any official summer session on the campus of IAIA per semester to be eligible;

- Be in a degree-seeking program. Note: Participants do not earn college course credit for hours worked;
- Maintain a Cumulative Grade Point Average of 2.0 or higher (for continuing IAIA sophomore, junior and senior level students; gap is waived for new incoming freshmen);
- Must maintain financial aid Satisfactory Academic Progress (SAP) throughout the year. Progress is reviewed each term. If not maintained, work-study employee will be terminated;
- For FWS or NMWS: have financial need as determined by official/final FAFSA results and denoted on award letter. Preference given to highest need students (Pell eligible).
- Be U.S. citizen or an eligible non-citizen.
- For NMWS: Program participants are eligible to be considered for NMWS if they are a resident (for tuition purposes) of New Mexico *and* a citizen of the United States or a permanent resident alien.
- **Educational Assistants** and **Residential Assistants** must get approval in advance of next semester to the Financial Aid Office before being allowed to continue to work.

Overall Program Guidelines

- Students may not begin employment until all hiring paperwork is signed and submitted to HR;
- During the semester, students can work a **maximum** of 20 hours per week.
- All program participants may be hired for only **one job**.
- All work-study or student worker positions must be renewed each semester EXCEPT Education Assistants and Residential Assistants (please see below).

Program Types

Federal Work-Study Program

The Federal Work-Study (FWS) program is administered by the IAIA Financial Aid Office. Federal funds are allocated annually to institutions that are eligible to participate in the FWS Program. The FWS program is administered in accordance with the laws and regulations of the U.S. Department of Education.

Students who demonstrate the highest financial need (Pell eligible) receive award preference based upon official and final FAFSA results may be awarded FWS Funds. Awards are granted on a first come, first served basis until awards are exhausted.

Students are required to submit a FAFSA to determine eligibility for these program types. If a student files their FAFSA late (or after other eligible students have been awarded), an FWS Award may not be available due to lack of available awards. This holds true

regardless of whether students have received a FWS Award in the past, have a financial need, or have a specific job arranged. A very limited number of FWS positions exist at IAIA as determined by annual allotments.

Accepting the FWS Award does not guarantee students will secure a position. For the FWS program, when positions are available, students are encouraged to secure a position related to their major.

Being an FWS participant gives you an opportunity to develop the personal qualities and work skills you will need to succeed in your chosen fields. The FWS program is for the purpose of training and enhancing educational goals; IAIA maintains the philosophy that a student's employment should be a learning experience and is secondary to the student's academic work.

FWS Community Service Requirement (FWS only)

Due to the 1998 Reauthorization of the Higher Education Act of 1965, unless a waiver has been granted by the U.S. Department of Education (via the IAIA Financial Aid Director pre-request and established process), institutions are required to utilize at least 7% of the FWS program allocations to pay students who work in community service jobs. These jobs may be on or off campus. At least 5% of the 7% allocation must be used to pay for students who work in family literacy programs that provide services to families with preschool or elementary school children or who work as reading tutors employed at elementary schools as part of the America Reads Challenge. The federal government provides a waiver for the 25% matching requirement for students employed in literacy programs or reading tutors.

Definition of Community Service (FWS only)

Community service is defined as services that are designed to improve the quality of life for the community, particularly low-income individuals, or to solve problems related to their needs. These services include, but are not limited to the following:

- Health Care, Child Care
- Literacy Training
- Education
- Welfare, Social Services
- Transportation
- Housing and Neighborhood Improvement
- Public Safety
- Crime Prevention and Control
- Recreation
- Rural Development
- Community Improvement

New Mexico State Work-Study Program (NMWS)

State funds are allocated annually to institutions that are eligible to participate in the NMWS Program. The NM Work-study (NMWS) program is administered by the IAIA Financial Aid Office.

Students who demonstrate the highest financial need (preferably those with a “0” EFC) based upon official and final FAFSA results may be awarded NMWS Funds. Awards are granted on a first come, first served basis until awards are exhausted.

Students are required to submit a FAFSA to determine NMWS eligibility. If a student files their FAFSA late (or after other eligible students have been awarded), a NMWS award may not be available due to lack of available awards. This holds true regardless of whether students have received a NMWS award in the past, have a financial need, or have a specific job arranged. A limited number of NMWS positions exist at IAIA and are as determined by annual state allotments.

Students are eligible for NMWS if the criteria below are met [History: Laws 1982, ch. 88, § 9]. In addition, IAIA shall ensure that it contributes at least 20% of the salary for the NMWS assignments.

Program participants are eligible to be considered for NMWS if they are a resident (for tuition purposes) of New Mexico *and* a citizen of the United States or a permanent resident alien.

Combined FWS and NMWS Program Information

IAIA must insure that you, the student, are not employed in certain jobs. You cannot work in the following jobs and remain eligible for the FWS or NMWS programs [21-21B-9. Prohibitions (1982)]:

- Jobs that advance a religious purpose;
- Jobs that have an objective that is primarily religious;
- Jobs that involve excessive entanglements with a religious organization; and
- Jobs that involve partisan political activity.

Institutional Work-study

At IAIA, a third category of positions exists that is different than the Federal and State Work-Study programs. Institutional Work-study program participants are not required to file a FAFSA and thus, this student-employment type is not based on “financial need” as determined by official/final FAFSA results.

Funding for Student Worker positions comes from individual departments and may change from semester to semester. You must maintain a credit load of at least 6 credit hours per semester to be eligible for Institutional work-study. Semester award maximums are dependent upon departmental funding.

Funding

Work Award Amounts and Earnings

FWS and NMWS employees may not earn more than the dollar amount of their award. It is the responsibility of the program participant (IAIA Student) and your supervisor to ensure that you do not go over the allotted amount. Dependent upon availability of funding, additional funds may not be added for those participants who work over their awarded dollar amount. It is very important that students accurately track worked hours to ensure that the total hours worked do not exceed the limit given in the award. The Financial Aid Office may terminate employment and may be required to cut off payment at award limit, which may result in payment due from the hiring department via the IAIA Finance Office.

It is possible for work program award amounts to change throughout the academic year. Changes could be the result of altered financial circumstances, receipt of additional financial aid, a change in the number of enrolled credits, etc. It is the student's responsibility to notify their supervisors of any changes in award amount.

Responsibilities

Applicant Responsibilities (prior to hire)

- For FWS or NMWS: File a FAFSA each academic year and as early as possible as funds deplete;
- Submit all required and requested financial aid documents to the Financial Aid Office and/or HR Office promptly to ensure final hire approval;
- Confirm Work-Study eligibility and obtain signature from Financial Aid Office;
- Submit all required documents to HR Office promptly to ensure final hire approval;
- Meet satisfactory academic progress and all initial and on-going eligibility requirements

Career Office Responsibilities

- Coordinate Work-Study application process;
- Facilitate Supervisor orientation;
- Coordinate job description postings for all program types (FWS, NMWS, IWS);
- Monitor job description content for Federal compliance;
- Identify Work-Study job locations and Supervisors through job postings;
- Assist students (program participants) with processing related paperwork;
- Notify Supervisors when evaluations need to be conducted.

Financial Aid Director Responsibilities

- Determine eligibility for all program types (FWS, NMWS, IWS);

- Signs Student Employment Application & Agreement confirming eligibility;
- Monitor student hours worked (FWS and NMWS only) to ensure award compliance;
- Monitor Academic Progress to ensure initial and continuing student eligibility.

Supervisor Responsibilities

- Attend supervisor orientation;
- Notify the Career Office of any changes in the job description;
- Notify the Career Office when position(s) are filled or vacant;
- Interview Students for open positions;
- Complete and sign the Student Employment Application & Agreement;
- Work with hired students to develop a Work-Study Assignment;
- Keep track and approve student hours worked and make sure times sheets are completed online in TLO reporting system—**it is *the student's* responsibility to turn in the timesheets or enter hours in the TLO system;**
- Complete and sign Confidentiality Form (see appendix for Form);
- Conduct an evaluation of student performance prior to the end of each semester as part of the termination process. Submit evaluation to the Career Office.

Program Participant Responsibilities (upon hire)

Accepting a position should be considered a serious commitment. When students are hired, supervisors expect program participants to become a member of a dependable work unit. The Career Office, FA Office and the hiring Supervisor will expect the following of all participants:

- For FWS or NMWS: Earn no more than the dollar amount determined on your award letter;
- Notify Financial Aid Office of any enrollment (credits) changes during the academic year and/or of any changes in your family financial circumstances;
- Maintain satisfactory academic progress;
- Report to work at the agreed-upon time and be prepared to work;
- Attend to assigned duties and not conduct personal business or complete course-work while at work;
- Work with a cooperative and positive attitude;
- Notify their supervisor immediately if work schedule changes. projects and exams may occasionally interfere with work schedule; supervisor should be notified when changes can be predicted;
- Keep an accurate record of hours worked;
- Work up to, but not exceed the allowed hours and amounts listed in the Student Employment Application & Agreement;
- Submit a completed time sheet form to your supervisor every two weeks;
- Notify your supervisor promptly in the event of a revision in your work award;

- Notify your supervisor of any job-related accident, illness or injury. Please refer to the IAIA Student handbook for concise information;
- Report to work with appropriate appearance and attire. This includes, but is not limited to, proper dress, cleanliness, and personal hygiene;
- Maintain strict confidentiality in all student and other pertinent IAIA matters which may come before you in the course of performing any duties and responsibilities for IAIA. If in doubt, discuss any disclosure with your supervisor

***Please note: Disclosure of Confidential Information may result in disciplinary action which may include but is not limited to immediate termination.**

Finding A Job and Working Conditions

Applying for Work-Study Positions

- Visit IAIA website under Student Success>Student Jobs to find employment and hiring information (job descriptions, work-study application etc.);
- Visit with the Financial Aid Director to determine program eligibility and award type;
- Arrange a time and attend an interview with the supervisor;
- Upon hire, hired student must obtain all signatures and submit final employment application form to HR;
- Fill out an I-9 form (a copy or copies of acceptable identification are required), a W4 form, and an Emergency Contact Sheet with HR (for initial hires).

First Day

- Review Work-Study Policies & Procedures Manual with Supervisor;
- Review timesheet process through PayChex, Time and Labor Online (TLO) with your Supervisor;
- Review deadlines for submission of worked hours for Payroll with your Supervisor.

Work Hours

Maximum

You are restricted to working no more than twenty hours per week when classes are in session. You are not allowed to work overtime hours. When classes are not in session permission from the Financial Aid Office must be first given to work more than the weekly hours indicated on your agreement.

You must work your assigned work schedule. Your supervisor should report to the Career Office any changes in schedule. Please keep in mind this is important to assure compliance with the Department of Education Federal Regulations and IAIA policies.

Missing Assigned Work Hours

IAIA understands a student's primary responsibility is to succeed in meeting their educational goals. However, failure to show up for assigned work hours without obtaining supervisor consent is not acceptable. Initial and recurring non-excused instances may result in consequences such as a verbal warning, a written warning to you with a copy to the Career Advisor and Financial Aid Director, or even immediate termination of the assignment.

Human Resources/Payroll

Necessary Documents (required for HR/Payroll)

- IAIA Work-Study Application Agreement
- W-4 Tax Withholding Statement & I-9.
 - Please note that you will also need to provide documentation to complete the I-9 (federal law which requires all workers to establish eligibility to work in the U.S.).
 - **If the I-9 is not completed, HR will not be able to process paychecks.**
- Emergency Contact information
- Direct Deposit Form

Rate of Pay

- All program participants earn a rate of \$7.50 per hour and FICA taxes will not be withheld.
- Rates are established by the Federal Government and IAIA.

Paychecks

Paychecks are processed every two weeks.

If you do not have Direct Deposit checks may be picked up from Student Accounts on that Friday after 3pm.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. You should familiarize yourself with some of the basic provisions of FERPA to ensure you do not violate this federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of your job.

Under no circumstances may you release student information to anyone, unless the position specifically requires you to do so. Refer any requests for information about a student to the supervisor to ensure that FERPA violations do not occur.

You must avoid acquiring student records information that they do not need to do your job, and you may not exchange student information that they have learned while performing your job. Even a minor disclosure of information (e.g., telling another student

of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information you obtain on the job regarding students must remain in the workplace. Workers in all departments are required to read and sign a Confidential Agreement form. (Form in Appendix)

Personal Appearance

The nature of the position with IAIA will determine the type of dress that will be appropriate for work. All FWS and Student Workers are expected to dress in a manner that will present a favorable image of IAIA to the community. Supervisors will review any specific dress requirements for each position with the student.

Job Satisfaction

If you find that you are unhappy in an assignment situation, we suggest that you talk openly with your supervisor. If the matter is not resolved to your satisfaction, you must contact the Career Advisor to intercede and attempt to find a mutually satisfying resolution. If this does not resolve the situation, then contact the Financial Aid Director. Alternative opportunities are not guaranteed.

Payroll

The student is responsible for submitting hours into TLO for your approval. The supervisor is responsible for accurately accounting for the work study student working hours and approving in TLO. A Student will not be paid timely unless time is submitted and approved in TLO on due date. Paper time sheets are not accepted and if occurs routinely, a student written explanation will be required to be submitted to the IAIA Finance Office (CFO) for review.

TLO/Time Sheets

It is the responsibility of both the supervisor and the student to submit and complete the student's time sheet in TLO. **Late submissions of the TLO/ time sheets will be processed the next pay period for the previous pay period. Please keep in mind that late time sheets will be one pay period late.**

HR (payroll) will not go back any later than one pay period and process "late" time sheets that the student failed to turn in.

Terms of Release

Student worker can be dismissed for the following reasons:

- Voluntarily (is it professional and appropriate to write a letter of resignation and give at least two-week's notice).
- Failing to fulfill all duties and responsibilities as outlined in the job description
- Failing to show up at assigned work hours without prior approval
- Other reasons as outlined in the work-study agreement

It is IAIA's policy to encourage employees to perform to their highest levels of ability and conduct themselves in a professional manner at all times. The corrective action process is intended to: help employees and address conduct in violation of appropriate standards; avoid future performance or conduct issues; and encourage open communication.

Employment with IAIA is by mutual consent between IAIA and the employee. Therefore the employment arrangement is considered "at will" and may be terminated at any time, with or without cause, by either IAIA or the employee.

Following is a description of the steps of the corrective action and progressive disciplinary process. **IAIA has the option of deviating from these steps as IAIA deems appropriate, such as when serious misconduct occurs.**

The corrective action or progressive disciplinary process includes, but is not limited to:

Verbal Reprimand - An oral statement informing an employee that his/her performance, actions, behavior, or conduct need to demonstrate immediate and sustained improvement. This reprimand should include the nature of the problem, the IAIA Department's expectations, and the consequences should the problem continue. It is recommended that supervisors document the date, time, and content of the verbal reprimand. A verbal reprimand will be documented by the supervisor and filed in the Work-Study's personnel file in the department of hire.

Written Reprimand - A written reprimand specifies the inappropriate conduct or performance deficiency. It states a reasonable timeframe and effort required for improvement and identifies the consequences for failure to meet the required improvement. The written reprimand will be filed in the Work-Study personnel file in the department of hire.

Termination – If the performance problem or conduct is not corrected, an employee may be terminated. An involuntary termination of employment with IAIA may occur whether or not the employee has been previously disciplined. If the cause of termination violates Student Code of Conduct, the cause of termination will be reported to Dean of Students.

If an FWS, NMWS, or Student Worker is terminated, you must fill out a Work-Study Evaluation /Termination Form. A copy of the termination form will be filed in the Work-Study's file in the department of hire. Submit original to Career Office for signature. Career Office will forward form to Financial Aid Office for signature. Financial Aid Office will forward form to Human Resources for filing. The form is important for tracking Work-Study positions, and is also important for redirecting Work-Study funds.

The form can be found in the appendix.

Work-Study or Student Worker Evaluation

It is expected that a work performance evaluation for each student will be conducted at least once each academic semester. The Work Study Student Performance Evaluation

should be completed by you, after which both the Student and you should discuss and sign the evaluation. A copy should be sent to the Career Office to be placed in the Student's file for future reference checks.

IAIA students may use their assignment as a job reference; therefore, the Evaluation/Termination form is an important part of the Student's job search.

Financial Aid (FWS and NMWS only)

Overawards: Changes in Eligibility to Work

If a FWS or NMWS student receives additional resources (specific need-based aid) that impacts eligibility for FWS or NMWS funds, the Financial Aid Director will make adjustments to the Student's FWS or NMWS award to ensure compliance with state and federal regulations. If applicable, the Financial Aid Director will notify the student and hiring supervisor if there is a reduction in a Student's FWS/NMWS award. Reductions will only occur to "unearned" work-study. If this occurs, if departmental funding is available, departments may opt to offer the student IWS.

APPENDIX

IAIA Program Participant: Work-Study Termination Form

Supervisor's Section:

The Supervisor must complete this section and give the Termination Form to the Career Advisor.

Student's Name: _____

Job Title: _____

Department Code: _____

Date of Termination: _____

Reason for Termination: _____

Was the student informed of his or her termination? _____

Do you need the position posted? ☐ Yes ☐ No

Supervisor's Name (printed): _____

Supervisor's Signature: _____ Date: _____

Career Advisor's Section:

The Career Advisor must complete this section and give the form to the Financial Aid Director.

Position Posted: ☐ Yes ☐ No

Career Advisor's Signature: _____ Date: _____

Financial Aid Director's Section:

The Financial Aid Director must complete this section and give the form to Human Resources.

Funds reconciled: _____

Comments: _____

Financial Aid Director's Signature: _____ Date: _____

Human Resources' Section:

The form is to be completed and placed in the student's file.

HR Representative's Signature: _____ Date: _____

IAIA Program Participant: Work-Study Performance Evaluation

Student's Name _____ Title _____
Office/Dept. # _____ Date of Evaluation _____

PERFORMANCE DEFINITIONS

- * 3 Commendable Performs beyond specified requirements within job description
- * 2 Acceptable Meets the specified requirements for the job description
- * 1 Unsatisfactory Does not meet the requirements of the job

STEP I: EVALUATE THE ELEMENTS OF PERFORMANCE. Evaluate factors indicated below by checking the appropriate space and commenting if applicable.

QUALITY – Performs work:	3	2	1
Completes the necessary amount of work	_____	_____	_____
Is able to prioritize tasks	_____	_____	_____
KNOWLEDGE –			
Is capable in handling all phases and details within position	_____	_____	_____
INTER-RELATIONSHIP –			
Is willing to work with others	_____	_____	_____
Is able to work others	_____	_____	_____
JUDGEMENT -			
Is able to make decisions based on sound reasoning	_____	_____	_____
JOB DEPENDABILITY –			
Is honest / reliable in carrying out instructions	_____	_____	_____
DEPARTMENT/WORK BEHAVIOR –			
Accepts procedures	_____	_____	_____
Is discrete in speech and action	_____	_____	_____
Is enthusiastic	_____	_____	_____
INITIATIVE -			
Is a self-starter	_____	_____	_____
Show originality	_____	_____	_____
Makes decisions when required	_____	_____	_____
Initiates action	_____	_____	_____

STEP II: OVERALL PERFORMAMCE RATING. Considering all of the above accomplishments check the appropriate space below to indicate the overall performance rating. Take into account results achieved during the rating period compared to the expectations of the supervisor as to how well the standards for the position are being met, exceeded or to the degree the employee's performance falls short of expectations.

OVERALL EVALUATION _____
(Commendable – Acceptable – Unsatisfactory)

Supervisor signature: _____

Student signature: _____



INSTITUTE OF AMERICAN INDIAN ARTS

Student Worker and Work-Study Confidentiality Agreement

Name: _____ Date: _____

Department: _____ Dept. Code _____

I, _____ recognize and accept the duties and responsibilities pertaining to the position of _____ at IAIA. As a student worker of IAIA, I accept full responsibility for the proper management and care of confidential information entrusted to me. I understand that I am prohibited from disclosing any confidential information which I have knowledge and/or possession of while employed at IAIA. I understand that I shall be held accountable for any information disclosed whether verbally, written, electronically distributed and/or divulged in any other fashion to individuals not considered within the scope of my described job duties and responsibilities at IAIA. I understand that deliberate disclosure of confidential information is limited to the sole purpose of operations and management at IAIA is cause for immediate termination.

I acknowledge that I have read and understand the IAIA Confidentiality Agreement and I agree to the conditions set forth therein.

Signature Date

Supervisor Date

Human Resources Date

IAIA Internship Policy

External (off-campus) Internship (non-IAIA related):

For students who accept “off-campus” (non-IAIA related; ex: Disneyworld) internships (as pre-approved by their Faculty of Record):

- Payment is not required to be routed or reported to Financial Aid.
- If any course credit is desired, student is responsible for providing the IAIA Registrar with any/all official documentation.

IAIA-Funded (on/off-campus) Internships:

For students who accept “on or off-campus” internships (paid via IAIA or grant-funded via IAIA):

- If the student holds an IAIA on-campus student worker or work-study position, they may only receive an Internship Scholarship up to the cost of that internship course tuition and fees (non-taxable).
 - Internship Scholarship for tuition and fees is required to be routed and reported to Financial Aid via an “authorization form”. Note: the institutional administrator of the paid internship reports the assistance to Financial Aid and routes payment to the student's account via the “authorization form.”
 - The Internship Scholarship will be counted in their financial aid received and applied to their student bill.
 - If other aid has already been applied to the student account prior to the Internship Scholarship, a refund check will be generated to the student.
- If the amount of the award that exceeds the tuition and fee cost for the course will be paid through payroll and taxes will be withheld as required by law.
 - Per IRS regulation (Publication 15 Employer's Tax Guide) the internship payments are subject to FICA taxes and are includible in income (a W-2 will be issued).
 - Students that already hold a student worker or work-study position will not be eligible for an Internship award that exceeds qualified tuition and fees, as this would be considered a 2nd job. Note: Per IAIA policy, students are allowed to have only 1 paid (work-related) IAIA position.
 - Student is required to have all current HR paperwork on file, including but not limited to an I-9 and voluntary resignation form.
- Student is responsible to meet all requirements established by the Internship Director and provide any required documentation to the student's Faculty of Record and the IAIA Registrar to qualify for course credit.

Definitions:

Internship Scholarship – covers internship tuition and fees

Internship Award – total amount of paid internship