



# IUPUI CENTER FOR SERVICE AND LEARNING

## Program Roles and Responsibilities

IUPUI Center for Service and Learning and Eligible Community Work-Study Employers

This document is to be signed annually prior to hiring CWS students for the academic year and summer term stated in the below "Dates of Agreement"

**Dates of Agreement:** Academic Year: August 12, 2018-May 4, 2019  
Summer: May 5, 2019-August 13, 2019

**IUPUI Department:** IUPUI Center for Service and Learning  
875 W. North Street Hine Hall IP 243  
Indianapolis, IN 46202 [www.csl.iupui.edu](http://www.csl.iupui.edu)

**IUPUI Contact:** Morgan Studer, Director, Faculty & Community Resources  
317-278-3474  
[cwsjobs@iupui.edu](mailto:cwsjobs@iupui.edu)

**Community Work-study Employer (Name of agency):** \_\_\_\_\_

**Primary Contact (Name of primary supervisor):** \_\_\_\_\_

*In addition to the requirements outlined in the Indiana University Federal Work-Study Program Agreement signed by the agency and on file at IUPUI, the Community Work-Study (CWS) Employer agrees to adhere to the following during a student's term of employment:*

### Approval of Community Work-Study (CWS) Agency

All CWS agencies must go through a complete approval process in order to begin hiring students. Agencies are considered approved and ready to hire when the following is completed:

- Approval packet, including job description(s), has been received by the Center for Service and Learning.
- A site visit has been made to the agency hiring by IUPUI Community Work-Study representatives.
- IU Bloomington has approved the agency and assigned an account number to the agency.
- Program Roles and Responsibilities (this document) is completed, signed and submitted.
- Supervisor(s) have completed Quali Time registration.
- Supervisor(s) have registered as contacts in IUPUI Talent.

To remain an approved agency in good standing, employers must engage in 1 site visit per year and review and acknowledge review of policies and procedures (available online at [www.csl.iupui.edu](http://www.csl.iupui.edu)).

## Hiring Student Employees:

### *Recruitment*

Once your agency has been approved to hire, the Office of Student Employment will provide support with posting of position openings in the online job board (IUPUI Talent) and can assist with formatting job postings and understanding features in the online job board that will assist with applicant review and selection.

### *Employee Displacement*

As stated in the Federal Work-Study Program Agreement, a Federal Work-Study (FWS) site cannot displace current employees when hiring a work-study student. Should it appear that displacement has occurred, the FWS site will not be allowed to employ work-study students while a review of the agency is taking place and may lose the privilege of hiring work-study students in the future.

### *Job Descriptions*

All NEW or UPDATED job descriptions for the current "Dates of Agreement" must be submitted to [cwsjobs@iupui.edu](mailto:cwsjobs@iupui.edu) for approval before being posted on IUPUI Talent. Approval of job descriptions can take up to 2 business days. Once the agency receives approval via email for this new or updated position description, the agency then has permission to post this position in IUPUI Talent. Job descriptions must contain the following information to meet federal guidelines of the program: rate of pay, a descriptive list of qualifications/skills needed for the position, a clear and detailed breakdown of job duties, 1-2 things a student will learn or take away from a position, a descriptive job title, and a brief 1-2 sentence summary of the purpose of the agency hiring.

### *Pay Rates*

Employers will set pay rates for jobs, per the Federal Work-Study Program Agreement, at or above the Indiana University minimum wage of \$10.15 per hour. Hourly wages should be set at the same rate as similar jobs performed outside of Federal Work-Study Program. If a student uses all their work-study award and the agency wants to keep the students on at 100% after that award is used, they need to maintain the salary level the student received while in their work-study position.

### *Hiring Steps*

The CWS Employer is responsible for interviewing and selecting students for hire. Once an IUPUI Community Work-Study agency has completed all steps to be approved to hire, the following steps must be taken to connect the IUPUI Federal Work-Study (FWS) funds to the part time position the student will work for the academic term.

#### **Step 1: Student Requests and Completes Paper FWS Authorization Form:**

Student logs into <https://Employment.iupui.edu> and submits the Work-Study request form to receive the FWS Authorization form for the academic term.

Office of Student Employment emails the FWS Authorization form to the student and listed supervisor. The student will complete and sign the form. The student will take or email the completed, signed form to the supervisor.

The supervisor completes and signs the form and emails the completed form (which must include both the student and supervisor signatures) to [fwsjobs@iupui.edu](mailto:fwsjobs@iupui.edu).

## **Step 2: Submit Background Check (if needed):**

Students will receive an email to complete the background check electronically.

## **Step 3: CWS Online Orientation and I-9 Appointment Scheduling:**

To complete and finalize all paperwork, new students and students who have had a break in service must attend an I-9 verification appointment at the Office of Student Employment. Students will be prompted to schedule a time to attend their I-9 appointment upon completing the CWS Online Orientation Survey. This survey link is sent with the background check request mentioned above.

## **Step 4: Effective Hire Email:**

When steps 1-3 are complete, the students and supervisor will receive the Effective Hire Date email. Students cannot start earning FWS funds within their Community Work-Study position until after their Effective Hire email is sent from the Office of Student Employment. This email will provide the date in which the students funds were connected to the position to begin to earn for the academic term. It is sent to both the student and supervisor.

- Effective Hire emails are typically sent within 2 business days, if all hiring documents are complete and submitted.
- This email is sent to the student and employer and is kept on file.
- If there are questions about where a student is in the process, an email can be sent to [cwsjobs@iupui.edu](mailto:cwsjobs@iupui.edu).
- If the student begins working prior to the date listed in the Effective Hire Email, the CWS Employer will be responsible for paying that student's wages at 100% from their organization's payroll.

Per the Indiana University Federal Work-Study Program Agreement with Participating Agency the agency agrees that no student will be denied work or be subjected to different treatment under this Agreement on the grounds of age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation or veteran status. Agency agrees that it will comply with the provision of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318), and the Regulations of the Department of Education which implements those Acts.

**Background Checks:** CWS students are required to complete a background check annually if they are working with minors or if the student has had a break in service (i.e., has not continued working through the next available work-study eligibility period). Should the CWS agency need to complete a specific type of background check different from the Indiana University background check, the agency will have to run this additional background check on their own and at the agency's cost. Neither IUPUI nor the student will pay for additional screenings required by the agency.

**Federal Work-Study Verification:** Students can provide verification of their Work-Study award by printing a copy of their Financial Aid award summary from One.IU.

## **Paying CWS Student Employees:**

As stated in the Indiana University Federal Work-Study Program Agreement, the CWS Employer agrees to pay 25% of each student employee's anticipated earnings. Anticipated earnings are based on the amount of the student's Federal Work-Study award. The employer will receive an invoice via email from Indiana University for 25% of anticipated earnings for each student hired.

## **Supervision of Students:**

The CWS Employer agrees to designate a specific staff person to the role of "site supervisor" for all student employee(s). The employer may assign multiple students to one site supervisor or may assign each student to a different site supervisor. There should be no more than 5 students per supervisor.

Community Work-Study Program \* IUPUI Center for Service and Learning \* 875 W. North St., Hine Hall 243,  
Indianapolis, IN 46202-5164 \* 317-278-2662 \* Fax: 317-278-7683

Students must work at a site in the presence of the designated supervisor. **Students CANNOT work from home or at a location without the designated supervisor.**

#### **Role of Site Supervisor:**

The Site Supervisor is responsible for supporting and training each student employee. Again, the supervisor can be one person or multiple persons at an agency. Supporting and training includes, but is not limited to, the following: creating a work plan for each student employee; orienting the student to the site; monitoring the student's progress in completing assigned tasks; maintaining, reviewing and approving timesheets according to the IUPUI Payroll schedule; communicating issues to the Center for Service and Learning or Office of Student Employment, as needed; conducting a performance review at least once per semester; and providing any additional support or training necessary to the student's job responsibilities.

#### **Federal Work-Study Award Changes:**

In a rare event that a student receives a late, additional financial aid scholarship or grant, their work-study award may be reduced. In this case, the community work-study agency may be responsible for paying an additional portion of their earnings.

#### **Timesheets and Payroll Procedures:**

Students record hours worked by logging into the on-line Quali Time System via a computer or other internet-enabled device at your agency. The Site Supervisor(s) will create a username and password for this system and will be responsible for logging in and approving timesheets according to the Payroll deadline. Supervisors will log into [www.one.iu.edu](http://www.one.iu.edu) to access Quali. Supervisors are expected to thoroughly review each student's timesheet, make any necessary adjustments, and approve timesheets by the Payroll deadline.

**Supervisors who continuously fail to approve timesheets by the Payroll deadline and/or fail to thoroughly review timesheets for may be unable to continue hiring Federal Work-Study students.**

Paychecks are issued by the IUPUI Payroll Office on a bi-weekly basis. Students may sign up for direct deposit or request a University issued Visa debit card

#### **Tracking work-study hours:**

*Supervisors are expected to work with their students to track the student's work-study earnings.* Students and supervisors are able to use the earnings tracker posted on the Student Employment website ([employment.iupui.edu](http://employment.iupui.edu)). Employers and students receive a work-study award tracking sheet in their Effective Hire Date email for assistance with tracking. Employers also receive a bi-weekly email of their student's earned hours. If a student earns over their allotted work-study amount, the student will be terminated by IUPUI and the employer will be expected to pay the student's over earnings at 100%.

#### **Hour Limitations:**

Students should only be considered part-time employees and cannot work more than 29 hours per week. *It is recommended that students not work more than 20 hours per week.* If a student is working in another hourly position with the University, they cannot work more than 29 hours between all positions. For example, if a student works on-campus for 10 hours a week, they should not exceed 19 hours a week in their position with a CWS agency.

#### **Termination of Employees:**

The CWS Employer agrees to notify the Office of Student Employment and the Center for Service and Learning when terminating a student by completing the [on-line termination form](https://jfe.qualtrics.com/form/SV_eUHcMhCZMUfRDQV) ([https://jfe.qualtrics.com/form/SV\\_eUHcMhCZMUfRDQV](https://jfe.qualtrics.com/form/SV_eUHcMhCZMUfRDQV)).

This form should be completed whether the student terminates voluntarily or is involuntarily terminated by the employer. If a student is involuntarily terminated, the employer should state the reason for the involuntary termination in the appropriate space on the form.

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**General Provisions:**

All Community Work-Study Agencies must abide by the program responsibilities as outlined in this *Program Roles and Responsibilities (PRR)*, the *Indiana University Federal Work-Study Program Agreement* signed by my agency, and as stated on the *Student\*Supervisor Agreement* (part of the student's work-study authorization form).

Prior to signing the PRR, please provide us with the following information for any NEW supervisors for Kualii so they receive access to the Kualii system. You may also complete this [electronically](https://jfe.qualtrics.com/form/SV_eUHcMhCZMUfRDQV) ([https://jfe.qualtrics.com/form/SV\\_eUHcMhCZMUfRDQV](https://jfe.qualtrics.com/form/SV_eUHcMhCZMUfRDQV)).

**Supervisor 1**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate (please include year): \_\_\_\_\_

**Supervisor 2**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate (please include year): \_\_\_\_\_

**Supervisor 3**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate (please include year): \_\_\_\_\_

*As the representative of my respective organization, I agree to the program responsibilities, as outlined above, in the Federal Work-Study agreement signed by my agency, and as stated on the Student\*Supervisor Agreement (part of the student's work-study authorization form).*

**Community Work-Study Agency Representative**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*As the Payroll Representative at my respective organization, I understand that I am responsible for prompt payment of all IUPUI Federal Work-Study invoices (within 30 days of receipt). I also understand that should a student begins working prior to receiving his/her Effective Hire Date email for the current Work-Study eligibility period, earns over his/her award my agency is responsible for 100% payment of the students' wages incurred during those times.*

Printed name of Payroll Representative: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_