



## Work-Study Student Handbook

The work-study program is an on-campus student employment opportunity that provides eligible students with valuable work experience and knowledge beyond the classroom. COA offers a wide variety of work-study positions, and work-study students play a crucial role in supporting the day-to-day functions of the college across all departments. Everybody does their part to keep the college running and the entire community benefits.

### **Eligibility**

Work-study awards are included as a portion of the overall financial aid package, and students are notified of their eligibility on their annual financial aid offer. The majority of students attending COA are eligible for a work-study award. Eligibility for federal and institutional work-study is based on the student's demonstrated financial need, which is reviewed yearly. Institutional work-study may also be available to students without financial need. This is determined on a case by case basis.

Students must be registered for at least two credits to maintain eligibility for work-study. Students who participate in an EcoLeague exchange, a consortium agreement at another institution, or a non-credit internship will forfeit their work-study award for that term.

### **Student employment requirements**

In order to be employed by COA students must complete W-4 and I-9 employment forms. They must also provide two forms of ID to the Business Office. These typically include a current passport *or* a driver's license/state ID card and social security card or birth certificate. More information about acceptable documents can be found here: [Acceptable Documents List](#)

These documents must be submitted in person to the Business Office on or prior to the first day of work.

### **Job assignments**

**New students:** The work-study coordinator will assign you a position based upon the needs of the college in addition to the information you provided through the new student work-study profile. The coordinator will aim to match you with a position that aligns with your preferences, however, job availability and department needs may influence your placement.

Returning students: Returning students will be placed in the same position as the previous school year unless they request a new position. The financial aid office will send out a work-study questionnaire during spring term to gather information about your plans for the next academic year. Returning students may secure positions directly with work-study supervisors rather than having their position assigned by the work-study coordinator. The work-study coordinator must be notified of the arrangement, and upon receipt of your signed financial aid offer indicating that you have accepted your work-study award, your placement will be finalized.

All students are typically assigned to their positions for the entire academic year to account for the significant input of time and effort required for supervisors to train students. Some positions are seasonal, such as farm positions, and a separate position may be assigned during winter term.

*Job change requests due to special circumstances must be taken to the student's current supervisor for consideration. If approved, the student must then contact the work-study coordinator to confirm there is space in the department the student wishes to transfer to. Job change requests may be accommodated when there would be no adverse impact on either supervisor's anticipated needs.*

### **Job descriptions**

Available upon request from the financial aid office.

### **Timesheets, paychecks, and student earnings**

Students are paid bi-weekly via direct deposit for their hours worked until their award amount for the term has been fully disbursed. Careful tracking of hours is encouraged for both supervisors and students.

Work-study earnings can either be paid directly to the student or be applied to a tuition bill. The default is for students to be paid bi-weekly via direct deposit for their hours worked; students should contact Shana Willey ([swilley@coa.edu](mailto:swilley@coa.edu)) in the Business Office to set up direct tuition payments.

Students are paid over the course of the school year in proportion to the number of hours worked. The dollar figure listed on your financial aid package is an estimated earnings expectation for the academic year. Earnings may differ from that amount if you do not work the total hours available to you.

In order to be paid on time, students must have their timesheets signed by their supervisor and submitted to the Business Office at the end of each pay period. Only hours actually worked may be submitted, and the Business Office will send timesheet due date reminders via email.

If a timesheet must be submitted late, you will be paid during the following pay cycle. *Falsifying hours worked may result in the permanent loss of a work-study award and/or suspension from COA.*

Any unused work-study award funds will expire on the final day of each term.

### **Wages and weekly hours**

Work-study hours are available while school is in session during our three academic terms. Students in work-study positions work an average of 7-10 hours per week. The maximum number of hours a student is permitted to work is 20 hours per week, inclusive of all on-campus employment opportunities. Students coordinate their work schedules directly with their supervisor.

The wage scale is set by the institution and includes four wage levels, starting at the minimum wage set by the State of Maine and increasing from there. Supervisors determine the appropriate level for each position based upon the skill level required and the student's experience.

### **Injuries on the job**

Students employed through the work-study program are eligible for workers' compensation when they are injured on the job.

To report an injury:

1. The injured student, or another person acting on the student's behalf, must immediately report the injury (within 24 hours) to their supervisor. A report of the injury (claim) must also be filed in the Business Office for any injury resulting in lost time from work and/or medical treatment. *Failure to report in a timely fashion may compromise the employee's right to claim benefits.*
  - a. Information provided must include: time, place, cause of the injury, and the name and address of the injured student.
2. An injured student employee should seek medical treatment. The Business Office must be notified if medical treatment occurred.
3. The employee must provide the college with copies of medical statements relating to any treatment or examination provided under the Workers' Compensation Act.

### **Grievance procedure**

It is most desirable for students to first try to resolve their difficulties informally by talking with their supervisor. There may be instances where discussions would be best served by the presence of an uninvolved objective community member mutually agreed upon by both parties.

Students should promptly bring the matter to the attention of their immediate supervisor, explaining the nature of the problem and the relief sought. It is expected that the complainant's supervisor will make a good faith effort to resolve the situation. The supervisor should respond in writing within seven (7) working days.

If the student is not satisfied that their supervisor has given the matter proper consideration, then the complainant should talk with the person to whom the supervisor reports. Finally, if the student is not satisfied that their supervisor's supervisor has given the matter proper consideration then the student should talk with the Chair of Personnel or a member of the Personnel Committee for advice on how to resolve the problem.

### **Resignation**

If it becomes necessary to resign from your work-study position, we request a minimum of two weeks' notice. Supervisors also have the right to terminate an employee for failure to show up for scheduled work.

### **Important notes**

- I. Please treat your work-study position in the same manner as any other employment opportunity by being punctual, showing up for scheduled shifts, and completing all tasks and responsibilities assigned to you.
- II. In many departments, you are representing the college. You may be the first or only person from College of the Atlantic that a visitor will come in contact with. Please maintain professionalism when interacting with your fellow students and visitors to the college.

- III. If you need to take time off for any reason, communicate with your supervisor at the earliest opportunity.
  - IV. Please give at least 1 hour notice if you need to call in sick.
  - V. Check in with your supervisor if you have concerns about your schedule or responsibilities.
  - VI. Rule of thumb concerning confidentiality: any information you have access to on the job which you would not have access to any other way should be considered confidential.
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### **[Work-Study Hours Tracker](#) (make a copy to your Google drive)**

*Please note:* Paper timesheets are still required! This document is for your reference throughout the term.

### **[Student Timesheet](#)**

Blank timesheets are also located in the business office and near the student mailboxes.

### ***Questions about your work-study position?***

Willow Gibson, *Financial Aid Assistant & Work-Study Coordinator* - [wgibson@coa.edu](mailto:wgibson@coa.edu)

### ***Questions about timesheets, paychecks, or employment paperwork?***

Shana Willey, *Accounts Receivable* - [swilley@coa.edu](mailto:swilley@coa.edu)