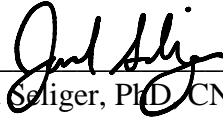


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 11/88, 7/98, 11/94, 2/00  
6/02, 11/02, 10/05, 12/10  
12/14, 11/17

No: 2-W-800F-01  
Last Review Date: November 2018  
Required Review Date: December 2022  
Administrative Unit: Financial Aid Director  
Approved By:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Federal Work-Study Program

**PURPOSE:** To establish procedures used to employ eligible work-study recipients

**EFFECTIVE FOR:** Student Financial Services Office, work-study recipients, UnityPoint Health Finance, Human Resources, faculty, and staff.

**POLICY:** Work-study recipients, faculty, and staff shall follow outlined procedures for the federal funded employment program for students.

**PROCEDURE:**

1. Students interested in federal work-study will complete an employment application online. Once the application is received, the Financial Aid Director will review it and determine if the student qualifies for work-study based on financial need through the FAFSA.
2. If a student qualifies, they will be called in to meet with the Financial Aid Director and discuss availability as well as review the handbook. If the student would like to accept a work-study position, the Financial Aid Director will add the work-study award to the financial aid package.
3. Prior to employment, work-study students must complete standard hiring requirements with the Human Resources Department.
4. Work-study students will be issued a magnetically encoded badge to record worked time in their work-study positions (see Hospital SOP 3-T-1-0). Students will either use the electronic time clock or computer time card functionality in the payroll system to record time worked.
5. Labor Distributions Reports will be given to the Student Financial Services Office for work-study tracking purposes.
6. The wage rate for each work-study student will be \$10.00 per hour (effective fall 2008).

7. Work-study/payroll direct deposit will be available to each student according to the UnityPoint Health – Waterloo payroll calendar.
8. The Financial Aid Director will create the work-study schedule throughout the year and distribute it to all administrative assistants and staff that work with work-study students.
9. If the student is planning on terminating his/her work-study employment, the student must inform the Financial Aid Director who will then inform the Allen College time keeper. The Allen College time keeper will begin the process of termination with the Human Resources Department.
10. Wage records and reports will be kept in UnityPoint Health Payroll and the Allen College Administration Office. The Financial Aid Director will report any changes in work-study personnel to the Allen College time keeper and Human Resources.
11. The Financial Aid Director monitors work-study pay and notifies the student employee if they have earned the maximum work-study award per academic year. The student employee will then be unable to work until the following academic year, unless other arrangements to pay the student's salary through departmental funds or an increase in work-study funds are made.
12. Work-study students are team members of UnityPoint Health – Waterloo (Allen Health Systems) and are expected to meet the same standards of conduct and to receive the same privileges as other team members.
13. All work-study student employees are required to sign and abide by the Allen College confidentiality statement prior to working.
14. All work-study procedures are subject to the guidelines of the current Title IV regulations.