



**WASHINGTON**  
OPPORTUNITY PATHWAYS

---

**STATE WORK STUDY  
PROGRAM MANUAL  
2013-14**

**Washington Student  
Achievement Council**

**State Work Study**  
**Student Achievement Council Staff**

---

<b>RACHELLE SHARPE</b> Director of Student Financial Assistance	Phone	(360) 753-7872
	Fax	(360) 704-6272
	Email	rachelles@wsac.wa.gov

---

<b>JEFFREY POWELL</b> Associate Director	Phone	(360) 704-4150
	Fax	(360) 704-6298
	Email	jeffreyp@wsac.wa.gov

---

<b>MARLENA RAE ROBBINS</b> Program Manager	Phone	(360) 753-7861
	Fax	(360) 704-6247
	Email	marlenar@wsac.wa.gov

---

**Washington Student Achievement Council**

917 Lakeridge Way SW  
PO Box 43430  
Olympia, WA 98504-3430  
[www.wsac.wa.gov](http://www.wsac.wa.gov)

Portal website: <https://fortress.wa.gov/wsac/portal>

Secure website: <https://fortress.wa.gov/wsac/secure>

Agency phone number: (360) 753-7800

Agency fax number: (360) 753-7808

**STATE WORK STUDY  
2013-2014 PROGRAM MANUAL**

**TABLE OF CONTENTS**

Program Updates .....	i-iii
Program Brief.....	iv
Profile of SWS Recipients by Sector .....	v
Program Timeline .....	vi

**CHAPTER 1 – INSTITUTIONS**

ELIGIBILITY.....	1
Agreement to Participate .....	1
POLICIES & PROCEDURES .....	1
Satisfactory Academic Progress .....	2
TECHNICAL ASSISTANCE .....	2
REPORTS & RECORDS .....	2
Program Review .....	2
Records Retention .....	3
Unit Record Report.....	3
SWS Data Compilation .....	3
Public Institution Fiscal Reporting.....	4
Private Institution Fiscal Reporting.....	4
MAINTENANCE OF EFFORT.....	4
INSTITUTIONS AS EMPLOYERS .....	4

**CHAPTER 2 – STUDENTS**

ELIGIBILITY.....	5
Washington Residency .....	5
Financial Need.....	5
Foster Youth .....	5
Half-time Enrollment in Eligible Program .....	6
Satisfactory Academic Progress .....	6
Aid Repayment/Default.....	6
Theology Exclusion.....	6
AWARDING.....	7
Need Analysis Adjustment .....	7
Coordination with Other Resources .....	7
Monitoring Eligibility.....	7
Over-Awards .....	7
FULL-TIME STATE WORK STUDY .....	8
Eligibility .....	8
Summer Term Need Analysis .....	8
Savings Requirement.....	8
STUDENT RESPONSIBILITIES .....	9
Interviews .....	9
Employment Obligations.....	9
Changes in Eligibility .....	9

**CHAPTER 3 – EMPLOYERS**

ELIGIBILITY .....	11
Positions Offered by the Employer .....	11
Institutions as Employers .....	12
Full-time Equivalents and Work Study .....	12
Out-of-State Employers.....	12
International Employers .....	12
Religiously Affiliated Employers.....	12
EMPLOYER SELECTIONS .....	13
Employer Handbook .....	13
EMPLOYER CONTRACT.....	13
Business Profile.....	13
Institutions as Employer of Record.....	14
Employer Contract Submission.....	14
Online Contract and Job Description Renewal Process .....	14
IRS W-9 and 1099 Forms.....	14
Terminating the Employer Contract.....	14
Mediating Employer Conflicts .....	15
ADMINISTRATIVE REQUIREMENTS .....	15
Civil Rights Laws.....	15
Interview.....	15
Supervision.....	15
Employee Evaluation .....	15
Vulnerable Populations .....	15
Working in Private Homes .....	16
Reimbursable Hours Worked .....	16
Rest and Meal Breaks.....	16
Payment to Student.....	16
Unemployment Compensation .....	17
FICA.....	17
Industrial Insurance (Workers' Compensation) .....	17
State Retirement Membership.....	17
Military Leave .....	17
Wage Garnishment.....	18
Record Keeping.....	18

## **CHAPTER 4 – JOBS & WAGES**

JOB DESCRIPTIONS.....	19
Public Institution Job Descriptions .....	19
Private Institution Job Descriptions .....	19
Private Institution Position Numbers .....	20
Classification Codes for all Institutions .....	20
JOB PLACEMENT PRIORITIES .....	20
Elements of an Excellent Placement .....	21
ACADEMIC CREDIT .....	21
RESTRICTIONS ON PLACEMENT AND COMPENSATION.....	21
Displacement.....	21
Relationship to Formula Staffing .....	22
Rate of Pay .....	22

## **CHAPTER 4 – JOBS & WAGES (CONTINUED)**

COMPARABILITY .....	23
General Comparability Provisions .....	23
WA State Department of Personnel Classifications .....	23
Public Institutions – Documenting Non-Comparability .....	24
Exempt Academic and Tutorial Placements .....	25
MAXIMUM HOURS REIMBURSED .....	25
Cooperative Education/Internship .....	26
Multiple Position Restrictions .....	26
TYPES OF WORK PROHIBITED .....	26
EMPLOYER REIMBURSEMENT RATES .....	27
Employer Share of Student Compensation .....	27
Limitation on the FWS Program as Employer Match .....	27

## **CHAPTER 5 – REIMBURSEMENTS**

FUNDING .....	29
Initial Reserve .....	29
Supplemental Fund Requests .....	29
Return of Funds .....	29
Responsibility for Over-Commitment .....	29
Monitor Expenditures .....	29
EMPLOYER REIMBURSEMENT – PRIVATE INSTITUTIONS .....	30
ELECTRONIC TIME SHEET REIMBURSEMENT .....	30
Submission of Initial Backup Records .....	30
Certifying Official .....	30
Sample Certification & Authorization .....	31
SECURING STATE FUNDS – PUBLIC INSTITUTIONS .....	32
Cash Requests/Expenditure Reports .....	32
Time Sheets .....	32
Net Deductions .....	32
Payer of Record for Off-Campus Employer .....	33
TIME SHEET REIMBURSEMENT .....	33
EMPLOYER REIMBURSEMENT RATES .....	33
Employer Share of Student Compensation .....	34
Limitation on the FWS Program as Employer Match .....	34

## **CHAPTER 6 – RESOURCES**

Resources List .....	35
Accessing the Portal .....	36
Employer Contract & Employer Business Profile .....	37
Religious Affiliation Questionnaire .....	40
Job Description .....	43
Job Classification Code List .....	45
Employer Information Change Request .....	47
Time Sheet .....	49
Time Sheet Edits & Errors .....	51
Performance Evaluation Sample .....	55
Institution Codes .....	57
Laws (RCW) .....	59
Rules (WAC) .....	63



**UPDATES FOR 2013-14**  
**STATE WORK STUDY (SWS)**  
**PROGRAM MANUAL**

At the present time, a final 2013-15 biennial operating budget has not been passed into law. As such, a 2013-14 SWS appropriation has yet to be determined and can only be estimated.

Despite the uncertainty on final appropriations, both the House and Senate budget proposals do include funding for SWS. Based on the proposed budget appropriations, an estimated appropriation for SWS of \$7.8 million is anticipated in 2013-14.

Major SWS policy changes are not anticipated in 2013-14 as both budget proposals included language reaffirming recent policy directives but not adding new directives.

**How is SWS changing in 2013-14?**

While still subject to change per the unfinished budget process described above, the Washington Student Achievement Council (WSAC) does not anticipate significant changes in SWS policy or operations in 2013-14.

WSAC will continue to engage with campuses in 2013-14 to fully restore prior program efficiency and effectiveness for stakeholders amidst the ongoing challenges resulting from smaller institutional allocations and increased match rates for employers.

**What will stay the same in 2013-14?**

**SWS Reserves**

- 2013-14 SWS initial allocation notification letters will be emailed directly to institutions as soon as possible and no later than June 15, 2013, assuming a final budget has been passed by that time.
- Allocations will be based on an institution's calculated percentage of available program resources adjusted by historical utilization performance.
- Initial allocations will represent approximately 75 percent of an estimated final allocation amount for 2013-14.
- Once 2012-13 SWS activity is complete, typically in early August, allocations will be recalculated and adjusted to ensure that institutions receive 100 percent of the appropriate amount.
- Please note that significant opportunities to redistribute SWS funds throughout the year are not anticipated.

## Employer Match Rates

In both 2010-11 and 2011-12, employer reimbursement rates were decreased (and conversely, employer match rates were increased) in order to provide more assistance to students from a smaller state appropriation per the direction of the Legislature.

As in 2012-13, there will be no changes to existing rates in 2013-14. Employer types and associated **maximum reimbursement** and **minimum match rates** will remain at 2012-13 levels and are as follows:

Employer Type	Reimbursement/Match
<ul style="list-style-type: none"> <li>• For-profit</li> </ul>	<p><b>40%</b> maximum SWS program reimbursement</p> <p><b>60%</b> minimum employer match contribution</p>
<ul style="list-style-type: none"> <li>• Public institutions, on-campus</li> <li>• Private institutions, on-campus</li> <li>• Governmental agencies – city, county, state, federal</li> </ul>	<p><b>60%</b> maximum SWS program reimbursement</p> <p><b>40%</b> minimum employer match contribution</p>
<ul style="list-style-type: none"> <li>• Non-profit community service providers</li> <li>• School districts</li> <li>• STEM - businesses whose primary business activity is in the fields of science, technology, engineering, and/or mathematics</li> </ul>	<p><b>70%</b> maximum SWS program reimbursement</p> <p><b>30%</b> minimum employer match contribution</p>

SWS contract renewal instructions will be mailed to all employers with active 2012-13 contracts in the portal beginning in May.

All employers must have approved and active SWS contracts and job descriptions prior to students earning 2013-14 SWS dollars.

Institutions must apply appropriate minimum matching rates/maximum employer reimbursement rates per employer type as described above.



## **Policy Reminders:**

### **Non-resident Eligibility**

Since 2011-12, non-residents have been ineligible to participate in SWS. Residency determinations for SWS should follow the same process as your institution employs to determine residency for State Need Grant purposes.

### **Special Projects in Community Service, High Employer Demand, Math and Science Teaching**

Due to significant recent decreases in program funding (including the loss of Federal LEAP and SLEAP funds) and the resulting constraints on SWS's ability to fund both separate wage and administrative support allocations for this purpose, SWS Special Projects remain discontinued until further notice.

Please note that STEM employers working in high demand fields continue to be incented to participate in the program by receiving the lowest employer match rate available at 30 percent.

### **Impact of Elimination of Federal LEAP and SLEAP Programs**

Prior to 2011-12, funding from both the federal Leveraging Educational Assistance Partnership (LEAP) program and Special Leveraging Educational Assistance Partnership (SLEAP) program was utilized to supplement wages for students employed under SWS.

Funding for both the LEAP and SLEAP programs was eliminated in the 2011-12 federal budget.

The elimination of LEAP and SLEAP funding has significant impacts for SWS and its stakeholders:

- Formerly, the comingling of federal Title IV funds from LEAP and SLEAP with SWS funding exempted student earnings from welfare benefit income calculations.
- With the elimination of LEAP and SLEAP, SWS earnings no longer can be classified as Title IV and will now be counted as income for SWS students in this category.

### **Full-time SWS opportunities remain available in 2013-14**

The maximum number of hours a SWS student can work during an official school break is 40 hours a week. Please see Chapter 2 page 8 for more details on full-time SWS rules and regulations.



## Access

## Affordability

## Achievement

*“State Work Study provided me with a unique opportunity to experience what it’s like to put classroom learning to work in real life situations. I’ve developed a better work ethic, improved my interpersonal skills, and have a deeper understanding of what it takes to get things done in my field.”*

— SWS Student Teacher

*“Without State Work Study, our business would not have made nearly the progress, or been able to sustain the level of growth, especially in this difficult economic environment. Many of the students we’ve helped train over the years have been hired as full-time employees after graduation. SWS is a win-win for both employers and students.”*

— SWS Employer, Web Design



Washington’s State Work Study (SWS) program helps students earn money for college while gaining valuable work experience, often in jobs related to their academic and career goals.

Fifty-six institutions, including all of the state’s public two-year and four-year colleges and universities, and many independent institutions, offer this form of financial assistance to eligible students.

## Program Results

Partnering with more than 1,000 Washington employers, who match a portion of state funds, about 5,500 students earned \$13.7 million in 2011-12 SWS wages by working up to 19 hours a week. Employers contributed more than \$5.5 million (slightly more than 40 percent) of that total.

In recent years, student and employer demand for SWS support has exceeded program resources, especially during the economic downturn where program funding was reduced by 66 percent.

Historically, the SWS program targeted a service level of 1 in 12 needy students, and earnings that cover 15 percent of Cost of Attendance. Recently, the service level has declined to 1 in 25 needy resident students with average earnings covering less than 9 percent of the Cost of Attendance.

## Program Benefits

- SWS helps undergraduate and graduate students pay for part of their college costs now rather than deferring those costs in the form of added debt when they graduate.
- The program serves low-income and middle-income students. Without the program, many of these students might not be able to attend college.
- Students develop valuable career skills and job connections. Many gain experience in fields directly related to their studies.



**WASHINGTON**  
OPPORTUNITY PATHWAYS



*“It’s really hard for new graduates to get jobs if they don’t have practical experience that sets them apart from all other applicants vying for limited employment opportunities. Through my State Work Study position in the information technology area, I am developing a range of skills while in school that I believe will give me a lot more choices in my career path once I’ve graduated.”*

— SWS Student



- Research indicates that students who work between 10 and 19 hours per week tend to persist in their degree programs at higher rates than other financially needy students.
- Employers gain access to a well-educated and highly motivated pool of workers who help them operate more productively and profitably. Employers often hire SWS students after graduation.

## Benefits to Washington

- Annual employer contributions help the state leverage its financial aid resources to cover a greater number of needy students. This in turn contributes to rising levels of educational attainment statewide.
- In 2011-12, the more than \$5.5 million in additional student aid generated through employer matching contributions represented about a 40 percent return on investment for Washington taxpayers.

## Emerging Issues

The SWS program continues to adjust to new funding realities.

- Program funding was reduced 66 percent between 2009-11 and 2011-13, with a current appropriation of \$7.8 million.
- The number of students earning SWS wages has declined from 8,500 in 2009-10 to about 5,500 in 2011-12.
- Increased employer matching requirements, fewer awarded students and increased competition for students have negatively impacted employer participation levels.

## For more information contact:

Rachelle Sharpe, Director of Student Financial Assistance  
rachelles@wsac.wa.gov or 360-753-7872.

*Student financial aid programs in Washington are known collectively as Opportunity Pathways. The Washington Student Achievement Council administers these programs, helping tens of thousands students annually earn college certificates and degrees.*

**Profile of State Work Study Recipients by Sector, 2011-2012**

	<b>Total, All Institutions</b>	<b>4-Yr Public Institutions</b>	<b>Independent Institutions</b>	<b>Community &amp; Technical Colleges</b>
<b>Percent of All Recipients</b>	100 %	35 %	27 %	38 %
Recipients	5,489	1,908	1,482	2,106
Total State Work Study Earnings	\$13,695,015	\$4,431,111	\$3,905,282	\$5,358,622
Average SWS Earnings	\$2,494	\$2,322	\$2,635	\$2,544
<b>Age</b>				
Under 21	44 %	51 %	59 %	27 %
21-23	18 %	25 %	17 %	14 %
24-29	18 %	16 %	17 %	22 %
30-34	7 %	4 %	4 %	13 %
35-39	5 %	2 %	2 %	9 %
40 and Over	8 %	3 %	2 %	16 %
Median Age	21	20	20	26
<b>Gender</b>				
Male	37 %	37 %	34 %	38 %
Female	63 %	63 %	66 %	62 %
<b>WA Residency</b>				
Resident	100 %	100 %	100 %	100 %
Nonresident	0 %	0 %	0 %	0 %
<b>Fall Term Enrollment Status*</b>				
Full-time	94 %	97 %	98 %	86 %
Part-time	6 %	3 %	2 %	14 %
<b>Year in School</b>				
Freshmen	13 %	12 %	9 %	17 %
Sophomore	39 %	12 %	12 %	82 %
Junior	15 %	22 %	26 %	0 %
Senior	22 %	38 %	32 %	0 %
5th Year/Unclassified	1 %	1 %	3 %	0 %
Graduate/Prof/Other	10 %	15 %	18 %	0 %
<b>Race/Ethnicity</b>				
Black/African American	7 %	7 %	5 %	10 %
Asian	9 %	10 %	9 %	7 %
Pacific Islander	2 %	4 %	1 %	1 %
American Indian	2 %	1 %	2 %	3 %
Spanish/Hispanic	12 %	15 %	7 %	12 %
White	59 %	57 %	62 %	60 %
Other	2 %	2 %	3 %	2 %
Unknown	6 %	4 %	11 %	5 %
<b>Dependent Students</b>				
Percent of all Students	50 %	62 %	68 %	27 %
Average Parental Income	\$43,514	\$34,452	\$60,921	\$31,358
Average Family Size	4.07	3.95	4.06	4.35
Average EFC	\$3,898	\$2,206	\$7,392	\$1,192
<b>Independent Students</b>				
Percent of all Students	50 %	38 %	32 %	73 %
Average Family Income	\$11,491	\$9,647	\$12,772	\$11,969
Average Family Size	1.98	1.56	1.52	2.32
Average EFC	\$857	\$1,003	\$1,350	\$636
<b>Family Demographics</b>				
Married Without Children	4 %	4 %	3 %	5 %
Married With Children	7 %	3 %	3 %	14 %
Single With Children	13 %	4 %	3 %	27 %
Single Without Children	76 %	88 %	90 %	54 %
<b>Average Total Aid Received</b>	\$21,281	\$19,800	\$36,485	\$11,852
<b>Percent of Funds by Type</b>				
Grant	52 %	54 %	47 %	59 %
Loan	35 %	33 %	45 %	16 %
Work	13 %	13 %	8 %	25 %
<b>Percent of Funds by Source</b>				
Federal (including Loans)	51 %	51 %	49 %	54 %
State	26 %	33 %	14 %	40 %
Other	23 %	16 %	37 %	6 %

\*Only includes students who enrolled fall term.

Source: 2011-2012 Unit Record as submitted to WSAC by institutions. The total number of need-based recipients is an unduplicated count. Many students often attend more than one institution. Private vocational schools do not meet necessary criteria to participate in State Work Study.



**STATE WORK STUDY**  
**2013-2014 PROGRAM TIMELINE**

<b>April - June 2013</b>	2013-2014 Contract and job description renewal process begins, employers notified.  2013-2014 75% Initial allocation notifications emailed to institutions.
<b>July 2013</b>	2012-2013 Yearend reports from public institutions due July 15  2012-2013 Final cash requests due July 15.  2012-2013 Final time sheets due July 15.  2012-2013 Final time sheet reconciliation due July 15.  2012-2013 Three percent administrative allowance payments to public institutions will begin once yearend reports are submitted and reconciled.
<b>August 2013</b>	2013-2014 100% Initial allocation notifications emailed to institutions.
<b>October 2013</b>	2013-2014 Unit Record Report (URR) data due.
<b>November 2013</b>	2013-2014 Survey round.
<b>January 2014</b>	2013-2014 Survey round.  1099's mailed to employers who hire from private institutions.
<b>April 2014</b>	2013-2014 Survey round.  2014-2015 Contract and job description renewal process begins, employers notified.









# CHAPTER 1

## INSTITUTIONS

### **ELIGIBILITY WAC 250-40-030 (5)**

To participate in the State Work Study (SWS) program, the institution must:

1. Be located in Washington State and have delivered onsite instruction for at least 20 consecutive years.
2. Be fully accredited by one of these six regional accrediting agencies:
  - Northwest Commission on Colleges and Universities
  - Western Association of Schools and Colleges
  - Middle States Association of Colleges and Schools
  - New England Association of Schools and Colleges
  - North Central Association of Colleges and Schools
  - Southern Association of Colleges and Schools
3. Operate as a non-profit.
4. Participate in federal student aid programs.
5. Demonstrate continued administrative capability to administer SWS in accordance with published rules and guidelines.
6. Maintain a valid Institutional Agreement to Participate in State Aid Programs.

### **Agreement to Participate WAC 250-40-070 (8)**

The *Institutional Agreement to Participate in State Aid Programs* documents an institution's agreement to abide by program statutes, rules, and guidelines.

Participating institutions must notify the Council within 30 days of changes in eligibility to participate in federal aid programs, accreditation status, or program review findings.

### **POLICIES & PROCEDURES**

Each spring institutions must submit copies of their satisfactory academic progress (SAP) policy, repayment policy, student budgets, and if requested, award packaging policy for Council approval, in order to continue participation in state aid programs for the following fiscal year. Additional supporting documentation may be requested.

### **Satisfactory Academic Progress WAC 250-40-040 (2) (d)**

At the end of each term, the institution must review the progress of each SWS recipient to determine if the student is maintaining satisfactory progress; is on probation; or has been denied further assistance as defined in the Council-approved SAP policy. The institution's policy shall include a process for reinstating ineligible students.

***Probation Status:*** A student who completes at least 50 percent, but less than 100 percent of the minimum credits for which the aid was calculated and disbursed. The institution must limit the number of terms of probation allowed. A student in probation status may continue SWS employment.

***Denied Status:*** A student who does not meet the institution's minimum qualitative (grade point average) standard, exceeds the institution's maximum time frame policy, or fails to complete at least 50 percent of the minimum number of credits for which aid was disbursed. The student is denied further participation in SWS.

***Reinstatement:*** The financial aid administrator may document the use of professional judgment on a case-by-case basis to evaluate a student's extenuating circumstances and reinstate eligibility.

## **TECHNICAL ASSISTANCE**

***New Administrators:*** Institutions with new student employment administrators should contact the Council for training options. SWS program staff will make every effort to provide individualized training and fund-management guidance.

***Supervisors:*** The Council encourages aid administrators to provide employer supervisor training including a focus on recruitment, quality job descriptions, comparable pay, interviewing, student eligibility, training and evaluation, and an overview of the SWS paperwork necessary to claim reimbursement.

## **REPORTS & RECORDS**

### **Program Review WAC 250-40-070 (10)**

The Council will periodically review administrative policies and practices to ensure institutions and employers are in compliance with program rules and guidelines. If such a review reveals a failure in compliance, the Council may suspend, terminate, or place conditions on program participation, and may require reimbursement to affected students or the Council.

The burden for repayment is on the institution. The institution must maintain intact and accessible records of student's application, award eligibility calculation, and expenditure of SWS funds.

In addition, the following student employment records are required for program review purposes:

1. Copies of all contracts, business profiles, and job descriptions approved by the institution.
2. Documentation of wage comparability or non-comparability.
3. Completed and signed time sheet records for each pay period.
4. Records of all reimbursements made to the employer for the student.
5. Documentation of unusual expenses in over-earning situations.

### **Records Retention**

Records relating to the SWS program must be maintained in accordance with RCW 40.14. This law requires that all documentation substantiating a student's eligibility for and receipt of SWS funds must be maintained for six years in accordance with the Washington State's Record Retention Schedule.

If an institution keeps its records in an electronic format, it must maintain source documents supporting the calculations and rationale for the student's award, as well as the required information listed above.

### **Unit Record Report**

Each institution participating in the SWS program is required to submit a Unit Record Report (URR) for each student who received federal, state, or other financial aid on the basis of financial need.

When reporting SWS information, use actual earnings not just the reimbursed portion of the wages. The format requires separate reporting of on and off campus earnings. In cases where the institution acts as "employer of record," the preference is for these earnings to be reported as off campus. SWS's most recent student profile based on URR information is available on page v in the front section of this manual.

### **SWS Data Compilation** WAC 250-40-070 (7)

The Council will request periodic reports on predicted SWS funding needs to ensure a proper distribution of funds among participating institutions.

The Council will periodically gather information describing the students served and student employment details for program evaluation and in response to legislative inquiries.

## **Public Institution Fiscal Reporting**

**Monthly Expenditures & Cash Requests:** Using the cash request feature of the Council's online portal, institutions must report both the amount of funds expended to date and the amount of funds required to reimburse SWS employers. **Cash requests are due by the 15<sup>th</sup> of each month.** The institution must submit expenditure information monthly even if not requesting additional funds.

**Year End Report:** Institutions must submit an annual expenditure report at the end of the fiscal year by the Council specified deadline, usually mid-July. In order to determine the public sector administrative allowance, the Council considers this report final, even if the institution subsequently amends reported expenditures. An institution forfeits all claims for reimbursement of compensation paid to students not included on the Year End Report.

**Administrative Allowance:** (see Chapter 4) WAC 250-40-070 (5)

Subject to the availability of funds, public institutions will be provided an administrative allowance equal to three percent of the institution's annual SWS expenditures. The allowance is to be used for costs associated with direct administration of the SWS program.

**IRS Reporting:** Institutions are responsible for producing the IRS 1099 form for SWS reimbursements made to for-profit non-incorporated employers, sole proprietors and partnerships. See Chapter 3 – Employers for more information.

## **Private Institution Fiscal Reporting**

Private institutions must reconcile reimbursed time sheets, at least every 30 days, using the reconciliation feature of the Council's online portal. Institutions must notify the Council of discrepancies between institutional and Council records.

## **MAINTENANCE-OF-EFFORT** WAC 250-40-070 (6)

State funds provided under this program may not replace institutional funds that would otherwise support student employment.

## **INSTITUTIONS AS EMPLOYERS**

See Chapter 3 – Employers, for detailed requirements for institutions participating in the SWS program as employers.







## CHAPTER 2

### STUDENTS

#### ELIGIBILITY

To participate in the State Work Study (SWS) program, a student must be eligible and awarded SWS funds by the institution. To be eligible, a student **MUST**:

- Submit an approved FAFSA (Free Application for Federal Student Aid)
- Be a resident of the state of Washington
- Demonstrate financial need
- Enroll at least half-time in an eligible program
- Maintain satisfactory academic progress
- Not owe a repayment or be in default in any state or federal aid program
- Not pursue a theology degree

***False information:*** Any student awarded SWS funds as a result of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties.

#### **Washington Residency** RCW 28B.15.012-013

Students are eligible to receive SWS service if they are *residents* of the state of Washington as defined in RCW 28B.15.012-013.

Residency determinations for SWS should follow the same process as your institution employs to determine residency for State Need Grant (SNG) purposes.

The Council requires institutions to resolve any conflicting residency information between their financial aid, admissions, and registration offices.

#### **Financial Need** WAC 250-40-040 (1) (a) & (2) (a-c)

The student must demonstrate *financial need* as calculated using the Federal Methodology formula. Financial need is the difference between the student's Cost of Attendance and the family's ability to pay these costs as determined by the Expected Family Contribution (EFC) from the FAFSA. The student's award(s), in combination with other forms of aid, may not exceed the calculated financial need.

#### **Foster Youth** WAC 250-40-040 (3) (a)

Students, who are *former foster youth*, are no more than twenty-four years of age and were a dependent of the state of Washington at the time they turned eighteen as defined in RCW 28B.92.060 (6) should be prioritized for SWS funding. Institutions which have exhausted their funds may contact the Council to determine if additional funding is available to serve these students.

**Half-time Enrollment in Eligible Program** WAC 250-40-040 (1) (b)

The student must enroll at least half-time as an undergraduate, graduate, or professional student. *Half-time* is one-half of the credit or clock hour defined by the institution as full-time progress.

Students must enroll in an *eligible program*, approved by the U. S. Department of Education for participation in Title IV financial aid programs, that leads to either:

- An associate, baccalaureate, undergraduate professional, or graduate degree.
- A postsecondary vocational certificate or degree in a program of at least 600 clock hours, 16 semester, or 24 quarter credit hours. Program completion must prepare the student for gainful employment in a recognized occupation.

*Remedial coursework* needed to prepare for degree or certificate completion requirements is permissible.

**Satisfactory Academic Progress** WAC 250-40-040(1) (c) & (2) (d)

Students must maintain satisfactory academic progress (SAP). Institutions determine the student's SAP status based on their Council-approved policy, which includes both qualitative (grade point average) and quantitative (credits) criteria.

At the end of each term, the institution must examine the SAP status of each SWS recipient to determine if SWS participation can continue. See the Satisfactory Academic Progress section of Chapter 1 – Institutions, for more details.

**Aid Repayment/Default** WAC 250-40-040 (1) (e)

Students are ineligible if they owe a repayment on a state or federal financial aid program or are in default on a state or federal student loan program.

**Theology Exclusion** WAC 250-40-040 (1) (d)

Students are ineligible to receive state financial aid to pursue a degree in theology. Each institution must determine whether the student is pursuing this type of degree in light of Washington State Constitution, Article 1 § 11, that no “public money or property shall be appropriated for or applied to any religious worship, exercise or instruction”.

To apply this constitutional prohibition, the institution may look to Washington Supreme Court decisions that interpret the constitutional provision as prohibiting “that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct, i.e., instruction that is devotional in nature and designed to induce faith and belief in the student.”

## **AWARDING**

### **Need Analysis Adjustment**

The financial aid administrator may use professional judgment to adjust resources to more accurately reflect the family's individual financial situation during the academic year.

In general, adjustments shall be consistent with changes made for federal aid or the reasons for the variance shall be documented. Such adjustments include but are not limited to: reduction in income due to the job loss of the primary wage earner; death of a parent or spouse; a business closure; emergency expenses; and use of current-year rather than base-year information.

### **Coordination with Other Resources**

Student earnings within the SWS program are no longer excluded from welfare benefit income calculations, as there are no longer integrated Federal Title IV S/LEAP funds within SWS and the exclusion was based on this factor in prior years.

### **Monitoring Eligibility**

If a student's academic or financial aid eligibility changes, the institution will confirm the student continues to be eligible for the program. If appropriate, the institution may adjust the student's SWS award.

The institution will communicate any change in eligibility to the employer in a timely manner.

### **Over-Awards**

The SWS award should not exceed the student's calculated need. The student will not be considered over-awarded if additional funds are received after the institution awards SWS, provided that total resources exceed financial need by \$300 or less.

If a student's resources exceed their need by more than \$300, the institution will take the following steps:

1. Decide if the student needs the money to pay for educational costs that were unanticipated when financial aid was awarded to the student.
2. Cancel any un-disbursed loan and/or grant, other than Pell Grant, equal to the excess earnings and terminate the student from the SWS program (if the student's earnings still exceed need by \$300). Reduce a future term award in the same award period.
3. Consider the remaining amount over-awarded for future access to aid.
4. Document the steps taken in dealing with the student's over-award.

## **FULL-TIME STATE WORK-STUDY**

The primary purpose of full-time SWS employment has been to provide students who are not enrolled or enrolled less-than-half-time, with an opportunity to save money for the upcoming period of enrollment.

### **Eligibility**

An eligible student may work up to the 40 hours per week maximum during any one term (fall, winter, spring, or summer) in which the student is on an official break from regular class enrollment, and the student intends to enroll half-time or more in the following term.

To be eligible, the student will:

1. Demonstrate need for the upcoming term including the calculated contribution from SWS savings requirement (see Savings Requirement section below for more details);
2. Indicate intent to enroll at the institution the following term. The student's written statement is acceptable documentation; and
3. Meet other student eligibility criteria as listed in this Chapter.

A student who is enrolled half-time or more during the official break is considered to be in "student status" and is limited to working no more than an average of 19 hours per week, but does not need to meet the Savings Requirement.

### **Summer Term Need Analysis**

For a SWS eligible student enrolled in a summer term that begins before June 30, the institution can base need analysis either on the current or up-coming year.

### **Savings Requirement**

Forty percent of a student's full-time SWS earnings should be applied as a resource toward upcoming educational costs. The 40 percent savings expectation cannot be replaced with an unsubsidized loan or waived in calculating PLUS loan eligibility.

All other eligibility criteria specified in WAC 250-40-040 and restrictions on student placement and compensation specified in these guidelines apply to break period SWS program eligibility.

## **STUDENT RESPONSIBILITIES**

### **Interviews**

Once a student has been notified of eligibility for SWS, they may interview with eligible employers. The institution will provide the student with information regarding the job selection process.

### **Employment Obligations**

A student employed in a SWS position accepts responsibility to fulfill employment obligations. The student will complete the student section on time sheets and submit the time sheet by the employer's deadlines. The student and supervisor will track the hours worked to prevent an over-award.

### **Changes in Eligibility**

Students must report any changes affecting their SWS eligibility, enrollment, or financial aid status to the institution and employer.









## **CHAPTER 3**

### **EMPLOYERS**

#### **ELIGIBILITY**

To participate in the SWS program, eligible employers must agree to adhere to the terms of the SWS contract. The following type of employers may be **eligible** to participate in the program:

- Institutions of postsecondary education.
- Appropriately licensed nonprofit organizations.
- For-profit business entities (employer producing goods or providing a service for sale or release to others).
- State and federal agencies.

The following types of employers may **not be eligible** to participate:

- Any church or entity which has a direct association with a controlling sectarian organization (i.e. church sponsored day-care centers or educational institutions). However, religiously affiliated hospitals may be allowed to participate if certain conditions are met, please contact the Council directly for more information.
- Any employer who does not comply with appropriate federal, state, and civil rights laws.
- Any employer who will not pay comparable pay rates.
- Any elected official who would use the student's work to enhance their political goals.
- Students who own or are part owners of a business.

#### **Positions Offered by the Employer**

Work performed by a student may not be sectarian related and may not involve any partisan or nonpartisan political activity.

Each position offered by the employer must be reviewed for compliance with the following conditions:

- The position will have a clear connection to the educational and/or career interests of potential student employees.
- It will not result in displacement of regular workers.
- The rate of pay will be comparable to that of other employees in the organization engaged in similar work.
- It will be nonsectarian and non-political.

It cannot be assumed any or all positions offered by an eligible employer satisfy program requirements. An employer may meet general eligibility requirements, but have positions that are not eligible. See Chapter 4 – Jobs & Wages, for more information regarding review of job descriptions.

### **Institutions as Employers**

Public and nonsectarian private institutions of higher education do not have to complete a SWS contract in order to employ SWS students on-campus. The institution is bound by the provisions of the Institutional Agreement to Participate and all SWS rules, regulations, and guidance. See Chapter 4 – Jobs & Wages, for more information on procedures for on-campus employment at these institutions.

### **Full-time Equivalents and Work Study**

For state agency or public institution employers, according to the State Administrative and Accounting Manual (SAAM) issued by the Office of Financial Management (OFM) work study placements (state and federal) are not counted towards an agency's budgeted full-time equivalents (FTEs) in the state's financial system. They are to be charged in and remain in the specially created Program 690.

### **Out-of-State Employers**

Prior approval will be granted on an individual basis by Council SWS staff before a student may be employed by an out-of-state employer.

### **International Employers**

If an employer's parent company is a foreign company, but the subsidiary company is located in the United States, that employer may be eligible as long as the student is paid in U.S. currency and is employed in the United States. Other international placements are permitted and encouraged. Contact the Council for assistance in developing these positions.

### **Religiously Affiliated Employers**

A Religious Affiliation Questionnaire form, used to assist in determining if an employer is religiously affiliated, is located in Chapter 7 - Resources. The employer should submit a copy of their Articles of Incorporation and By-Laws with the form.

Religiously affiliated hospitals may now be eligible to participate in SWS in certain circumstances. Please contact the Council directly for specific procedures.

## **EMPLOYER SELECTIONS**

Institutions, and students with the institution's permission, should develop SWS jobs with eligible employers following required job placement priorities (see Chapter 4 – Jobs & Wages).

Institutions or students may base their selection of an employer on the following criteria:

1. Nature of the business and/or position.
2. Employment opportunities compatible with institutional role and mission.
3. Educational experience for the student.
4. Environment that enhances the learning experience.
5. Training in areas of future career opportunity.
6. Employer's past compliance with program requirements, such as supervision, time sheet timeliness, and fiscal solvency.

### **Employer Handbook**

To assist in promoting the program to potential employers, an Employer Handbook is available on the Council website at: [www.wsac.wa.gov/employers](http://www.wsac.wa.gov/employers).

## **EMPLOYER CONTRACT**

Off-campus employers interested in hiring SWS students must enter into a contract with the Council or a public institution acting as its agent. The contract and business profile confirm eligibility to participate and willingness to comply with all program requirements, including legal requirements for the Council, the institution, and the employer.

The Council requires employers to complete only **one** contract to participate in the SWS program. The contract cannot be modified by employers. Students must not begin work until the employer contract and job description are approved. Work a student performs without a contract and job description in place may not be reimbursed.

The contract without renewal expires June 30 of the year it is filed. To participate in the SWS program after the initial year, an employer may complete the annual contract renewal extending the terms and conditions of the contract for the following year. See Chapter 6 – Resources for a copy of the contract.

### **Business Profile**

All employers must complete the business profile which is included with the employer contract. The information provided on the profile is essential for determining eligibility, and the contract will not be approved without it. See Chapter 6 – Resources for a copy of the business profile.

## **Institutions as Employer of Record**

An institution may act as the “employer of record” even if actual placement of the student will be elsewhere. For example, a public college may, stand as the employer for a student who works off-campus, in order to ease administration.

## **Employer Contract Submission**

Public institutions, acting as the Council’s agent, may enter into a contract with an eligible off-campus employer. The public institution should provide a copy of the approved contract to the Council to add to the contract list in the Portal. This allows the employer to renew their contract online in the Council’s annual renewal process.

Private institutions must submit contracts to the Council for final approval.

## **Online Contract and Job Description Renewal Process**

The Council maintains a list of SWS employer contracts in the Portal. Please refer to the Council portal website (<https://fortress.wa.gov/wsac/portal/>) to verify if an employer already has a valid contract to avoid duplicate paper work.

The annual renewal process typically begins in April. The Council notifies each eligible employer listed in the Portal on how to renew online. The notification includes the following information:

- Renewal instructions
- Website address
- User Name
- Password

New employers submitting a contract and/or job description for the current fiscal year from **April 1** through **June 30** will be automatically renewed for the next fiscal year.

## **IRS W-9 and 1099 Forms**

The SWS contract also is used in place of a W-9 in order to meet IRS tax reporting requirements. The IRS considers SWS reimbursement to for-profit non-incorporated employers as income. Each active employer of this type, typically sole proprietors and partnerships, will receive an IRS 1099. **An employer in this category should be made aware of this provision.**

Public institutions are responsible for producing IRS 1099 forms for SWS reimbursements made to eligible employers. The Council is responsible for producing IRS 1099 forms for eligible employers who hire from private institutions.

## **Terminating the Employer Contract**

SWS contracts may be terminated by the Council if the employer fails to comply with its provisions or by the employer if it chooses not to continue participation.

### **Mediating Employer Conflicts - WAC 250-40-070(10)**

In the event of a conflict between an employer and a student, the institution is asked to review the terms of the contract with the employer and make every attempt to resolve the conflict. If no agreement can be reached, the institution may refer the case to the Council's SWS staff for final resolution.

Violations of program requirements may result in corrective action requiring an employer or institution to make monetary restitution either to student employees or the Council, as appropriate to the infraction.

## **ADMINISTRATIVE REQUIREMENTS**

Following approval of the contract and job descriptions (see Chapter 4 – Jobs & Wages), the employer may recruit and hire SWS eligible students.

### **Civil Rights Laws**

The Civil Rights Act (CRA) of 1964 prohibits employers from discriminating against employees and job applicants based on race, religion, sex, color, or national origin. Employers that fail to comply with the CRA face severe penalties.

### **Interview**

As part of the interview, the student must be informed of the work requirements of the position, and the employer should be informed of the student's ability to fill those requirements so both parties have adequate information to assess the student's ability and interest in filling the position.

### **Supervision**

The employer will agree to supervise, in a reasonable manner, work performed by the SWS student so the responsibilities of the position are fulfilled and the student realizes educational benefits from the position.

An employer may not hire a SWS student if that student will be supervised by, or have his or her time sheet signed by, a member of the student's immediate family. A participating SWS business cannot be owned in part or whole by the student.

### **Employee Evaluation**

While not required, the completion of a student performance evaluation is recommended. An example is provided in Chapter 6 – Resources.

### **Vulnerable Populations**

Students, who have regularly scheduled access to children, the elderly, the disabled, or any other vulnerable population, must comply with state regulations on background checks and fingerprinting.

### **Working in Private Homes**

In most cases students cannot work in private homes. There are some businesses, where a placement could be considered if all the proper licensing, supervision, and payroll systems are present. However, the employer contract requires a supervised work experience, and a safe environment. Employment in private homes does not generally provide workplace experiences the program was created to promote.

### **Reimbursable Hours Worked**

The employer must monitor the number of SWS reimbursable hours worked so the student does not exceed the total dollar amount of the student's award nor the weekly average hour amounts allowable under program rules.

### **Rest and Meal Breaks**

The employer must provide student employees with appropriate rest and meal breaks as required by state labor standards as described in WAC 296-126-092.

### **Payment to Student**

The employer must ensure a daily record of the hours worked by each student is maintained on the appropriate form, generally the SWS time sheet.

The employer must pay each student at least once a month for their total earned compensation less appropriate deductions. As noted in the contract, payment must be made on a per-hour-worked basis and the hourly rate of pay will be at least equal to the entry-level salary of comparable positions within the employing organization. The student may not be compensated on a completion-of-project basis.

The only exception to this guidance is for on-campus graduate assistants. On-campus graduate assistants can be paid a salary. If paid a salary, the student must attest in writing they have worked the hours for which they are being paid. The student must be notified whenever the rate of pay increases or decreases. The student must be paid by check or direct deposit, and cannot be paid in cash in order to ensure a proper audit trail.

The employer may not claim reimbursement for the following:

- Wages earned or paid but not submitted to the institution by the specified deadline dates
- Hours worked over the students award amount
- Deductions
- Commissions
- Bonuses
- Holiday Pay
- Travel reimbursement
- Other special compensation paid to the student

## **Unemployment Compensation**

Eligibility for unemployment compensation can only be determined by the Employment Security Department. As a general rule, SWS students may be eligible for unemployment benefits if a sufficient number of hours have been worked in the "base year." An individual must have worked 680 hours in the last four quarters to be considered eligible for unemployment benefits. These hours may be from any job(s) without regard to SWS eligibility.

## **FICA**

Federal Insurance Contributions Act (FICA) tax is comprised of Social Security, 6.2 percent, and Medicare, 1.45 percent, for a total tax rate of **7.65 percent**.

FICA is administered by the Federal Government and generally requires all off-campus employers to make these deductions from the student's wages. The IRS provides for a specific "student worker" exemption to paying FICA, if students are enrolled and regularly attending class and employed at the college they attend.

## **Industrial Insurance (Workers' Compensation)**

Employers should be advised to cover the student under their own insurance program as they provide coverage to all other employees.

## **State Retirement Membership**

SWS students employed in positions at the same public institution they attend may be exempt from membership in the state Department of Retirement Systems (DRS).

SWS students working in positions at other public institutions or agencies are eligible for participation in the system. Participation is determined by examining the number of hours the positions represents – not the number of hours worked by the individual student.

Generally, a student working in a position exceeding 70 hours per month for five of twelve months is eligible. Consult the employer's human resources personnel for distinction in definitions between "new" and "existing" positions in DRS rules.

## **Military Leave**

Students can only be reimbursed for hours worked in the areas outlined in the job description. The organization employing a student who is called for a military assignment cannot seek SWS reimbursement for those hours.

**Wage Garnishment**

SWS wages are considered income and therefore are subject to garnishment.

**Record Keeping**

The employer agrees to make its SWS payroll records available to Council staff or other State of Washington personnel for audit purposes.







# **CHAPTER 4**

## **JOBS & WAGES**

### **JOB DESCRIPTIONS**

Eligible employers wishing to hire SWS students must establish separate job descriptions for each available position and with each institution from which it plans to hire students.

Before approving a job description, ensure that the employer has a valid SWS contract posted in the Council portal.

The job description form must be completed in its entirety and must list specific details about what duties the student will be performing and the educational benefits that will be derived from the position.

#### **Public Institution Job Descriptions**

Public institutions may use the Council Job Description form or a form the institution develops. However, the institution's form must include:

- Percentage of reimbursement
- Rate of pay
- A complete and accurate description of the specific job responsibilities
- Minimum qualifications
- A statement on the educational benefit to be derived by the student

Public institutions are not required to have job descriptions approved by the Council, and may post them upon institutional approval. The institution must have a completed job description form for each position (both on-campus and off-campus) filled by SWS students.

#### **Private Institution Job Descriptions**

Private institutions must use Council Job Description forms for all positions filled by SWS students.

Private institutions must ensure that employers have fully completed the form with detailed information on job duties and educational benefits that clearly align with student academic or career interests.

Once the initial review is completed, the institution must complete the bottom portion and submit the form to the Council for final approval and processing.

A copy of the approved form will be returned to the institution for posting and a copy will be sent to the employer for their records. All jobs that have been approved will be listed in the portal.

### **Private Institution Position Numbers**

Private institutions assign position numbers to distinguish each job. For example, a company may employ multiple students in the same position; and the institution should assign the same position number, for example 333, for all students in the same position. However, many employers have multiple distinct positions and each of these should have a distinct position number to associate it with the specifics of that job.

Please assign three-digit position numbers for all SWS placements, from 001-999.

### **Classification Codes for all Institutions**

The job classification code list contains job titles for a wide array of positions. There are 32 job classification codes and each code includes a brief description of jobs within each code. Institutions will identify a classification code from this list and include the code on each job description form.

The data are used to identify the kinds of jobs SWS students are working. For this reason, care should be taken to ensure the job classification code used on each job description form matches that particular job.

### **JOB PLACEMENT PRIORITIES WAC 250-40-040 (3) (a-c) & (4)**

In order to meet the required priorities in placement, the institution may determine which eligible students it will award through the SWS program. Institutions may offer priority in SWS program job placement to full-time students.

Institutions must establish procedures to make employment opportunities available to eligible students, as funds allow, using the following **placement priorities**:

- Please note that only students who are *residents* of the state of Washington as defined in RCW 28B.15.012-013 are eligible for SWS funding and placement.
- Students who are *former foster youth*, are no more than twenty-four years of age and were a dependent of the state at the time they turned eighteen as defined in RCW 28B.92.060. Institutions which have exhausted their funds may contact the Council to determine if additional funding is available to serve these students.
- Placements should directly relate to the student's academic or vocational pursuits whenever possible.
- Placements should provide opportunities for off-campus experience whenever appropriate, including positions in community service and high-demand fields.
- Placements that meet Washington's economic development goals especially those in international trade and relations. Other desirable occupational areas include: science technology and research, engineering, computer science, manufacturing and production, health care, mathematics, and teaching.

### **Elements of an Excellent Placement**

- Provides relevant and beneficial work experience to the student.
- Exposes students to the realities of work in the career field the student is pursuing.
- Interaction with professionals in career paths relevant to the student.
- Pay rates are comparable to what a non-student would earn in the same position.
- Opportunity to exercise knowledge, skills and abilities gained from the classroom, while at the same time receiving on-the-job training.
- Flexible work schedules that accommodate the needs of both students and employers.

### **ACADEMIC CREDIT**

The SWS program provides work experience which directly relates to the student's academic or career interests whenever possible. Institutions are encouraged to offer academic credit for experience gained through the student's SWS program employment.

### **RESTRICTIONS ON PLACEMENT AND COMPENSATION**

The institution may not recruit an employer who will deny work or subject a prospective student employee to different treatment on the grounds of race, color, sex, national origin, or any other discriminatory practices prohibited by federal or state laws.

#### **Displacement**

Employment of SWS students may not result in displacement of employed workers or impair existing contracts for services.

The following rules apply when determining if displacement is present:

1. Students employed by public institutions of postsecondary education cannot fill positions currently or formerly occupied by classified employees.
2. In cases of governmental agencies, students may fill positions which have been vacated as a result of previously implemented adopted reduction-in-force policies in response to employment limitations imposed by federal, state, or local governments.
3. Students cannot fill positions which have been occupied by regular employees during the current or prior year. Use either calendar year or fiscal year, according to the employer's budgetary period.

Positions funded through special work incentive programs are not considered regular positions. Therefore, those positions may be filled as they become available without violating the SWS program displacement regulations.

4. Placements cannot impair existing contracts for services, violate any applicable collective bargaining agreements, or fill any positions that are vacant because the employer's regular employees are involved in a labor dispute.

**Labor dispute** is defined as: “Any controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or seeking to arrange terms or conditions of employment, regardless of whether or not the disputants stand in the proximate relation of employer and employee.” The more common meaning of a labor dispute is a strike, lockout, or other joint job action such as a sickout.

5. When working with employers, institutions will determine whether or not any pertinent collective bargaining agreements exist, and the extent to which such agreements would allow employers to hire students in accordance with this section.

### **Relationship to Formula Staffing**

Public institutions may not budget or use SWS program funds in a manner which results in increases to formula staffing limitations specifically mandated by the Legislature.

### **Rate of Pay**

With the exception of on-campus graduate assistants, students must be paid hourly, and cannot be compensated on a contractual or per-project basis. Students must be notified when their rate of pay has been increased or decreased.

If on-campus graduate assistants are paid a salary, they are not required to complete a time sheet, however they must attest in writing they have worked the hours they are being paid for.

Labor and Industry re-calculates the state's minimum wage in September, and it takes effect the following year on January 1. The 2013 Washington minimum wage hourly rate is **\$9.19**.

Commissions, bonuses, holiday pay or other special compensation must be paid in full by the employer, and treated by the school as a resource in the financial aid package.

## **COMPARABILITY**

The hourly rate of pay for all SWS students must be at least equal to the entry level rate for non-student employment positions within the employing organization.

### **General Comparability Provisions**

To determine comparability of a SWS position to a regular position, the following attributes of the position will be considered:

1. Overall scope and responsibility.
2. Level of duties and responsibilities.
3. Basic functions.
4. Distinguishing characteristics.
5. Judgment required.
6. Knowledge, skills and abilities required to do the job.

The nature of work performed determines comparability, as opposed to part-time or student status. Minimum qualifications may not be used as a primary factor in determining comparability.

If a comparable position does not exist within the employing organization, the student must be paid an hourly rate of pay, in keeping with the duties and responsibilities of the position, and as appropriate within the employer's pay schema.

### **WA State Department of Personnel Classifications** WAC 250-40-050 (2)

On-campus SWS positions at public institutions must be comparable to a job classification under the Washington State Department of Personnel (DOP) classification plan and receive equal compensation. Information can be obtained at the DOP website at: [www.dop.wa.gov/CompClass/Pages/default.aspx](http://www.dop.wa.gov/CompClass/Pages/default.aspx).

While public technical colleges maintain individual personnel systems, they observe the same principle in applying comparability standards. The schemas are sufficiently comprehensive to encompass nearly all positions, with the exception of established exemptions, such as teaching assistants, research assistants, etc.

## Public Institutions – Documenting Non-Comparability

Public institutions must identify each position that is not comparable to a Department of Personnel classification and document its reason of non-comparability and keep in the student's file. The issue of comparability must be considered independently of funding concerns.

In assessing comparability between SWS program positions and work classified under the DOP, the following expectations should be taken into consideration:

1. "Student status" or enrollment status may not be construed as proof of non-comparability nor be considered as a part of a comparability test.
2. Students who fill positions comparable in scope to work classified by DOP will be paid the prescribed hourly wage rate for that class,<sup>1</sup> regardless of the institution's policy for paying other students or part-time employees.
3. No one task or duty should be isolated in determining comparability or non-comparability. The primary test for comparability between SWS program positions and DOP classified positions is determined from an analysis of the duties and responsibilities described in the appropriate class specification.

To determine comparability, the specification should be considered in its entirety, with a major emphasis being placed on the level of work described within the *Definition*, *Distinguishing Characteristics*, and *Typical Work* sections of the DOP specification.

4. Even though public institution governing boards may exempt certain categories from DOP jurisdiction, the SWS program requires comparable classifications and wage rates. A job class describes the level of work anticipated for the positions encompassed in a class. Although some job classes encompass several hundred positions, each of which may have a significantly different position description, each is appropriately allocated to the class.

If the overall scope and responsibilities of a SWS position meet the requirements of the *Definition*, *Distinguishing Characteristics*, and *Typical Work* of a DOP specification, the SWS position shall be considered comparable.

The fact that a SWS position is assigned a single task listed in the typical work section of the specification shall not of itself determine whether comparability exists. Professional judgment will be required to determine whether some SWS positions are comparable to a position classified by the DOP. The financial aid administrator should seek the assistance of the campus human resources department determining comparability.

---

<sup>1</sup> "Class" – One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with priority to designate each position allocated to the class; that the same general qualification requirements are needed for performance of the duties of the class; that the same schedule of pay can be applied with equity to all position in the same class under the same or substantially the same employment conditions.



5. The institution will determine comparable pay rates for SWS program placements in accordance with program rules, regulations, and guidelines. Placements that are considered to be non-comparable are not subject to DOP wage rates. All other placements will be comparable, allocated in accordance with the DOP schema and paid at the rate established for the classified position.

Determination of comparability is an institutional responsibility. Neither student status nor part-time status may be factors in determining comparability. Administrators are encouraged to seek the assistance of institutional human resources staff in meeting SWS comparability standards.

Non-comparability must be documented. The classification of SWS program positions, the institution's determination of comparability to DOP classifications, and the rate of pay assigned each position are subject to audit.

### **Exempt Academic and Tutorial Placements**

To qualify as an exempt academic or tutorial placement, more than 50 percent of the work must involve imparting knowledge to students, conducting research or data analysis under the direction of an instructing supervisor who is a regular employee of the institution. The work will be performed in an instructional department or program.

Tutorial or research positions not supervised by regular employees of the institution or instructional departments or programs, may still qualify as an exempt academic or tutorial placement. To qualify, the institution should examine the quality of supervision and the job description. Both criteria should be at least equal to that regularly expected of placements in academic departments. There is no exception to the minimum 50 percent rule.

### **MAXIMUM HOURS REIMBURSED**

To maintain eligibility for SWS employer reimbursement, undergraduate and graduate students must be enrolled at least half-time and may work no more than an average of 19 hours per week.

In the case of on-campus graduate assistants, the average of 19 hours per week is extended to 20 hours per week.

During vacation periods included in the period of the SWS award, the student may work up to 40 hours per week. See Chapter 2 – Students for more information regarding full-time and summer SWS.

Student wages paid by employers for hours worked beyond these maximums cannot be reimbursed with SWS program funds.

### **Cooperative Education/Internship**

If a student is enrolled in a cooperative education/internship program requiring employment for more than the average 19 hours per week, the following steps should be taken to ensure the student does not exceed the 19 hour per week average.

1. Total the number of hours worked during the cooperative education/internship experience, including any other SWS employment during the period of enrollment for which the student received an award. Divide the total number of hours worked by the number of weeks in the period of enrollment for which the student has a SWS award.
2. If the number of hours worked does not exceed the 19 hour average over the period of enrollment, the student may work until the award is exhausted or the maximum has been reached.
3. If the number of hours exceeds the 19 hour average over the period of enrollment, the student has reached the maximum number of hours for SWS eligibility. SWS reimbursement will not be made for the additional hours worked.
4. The institution should document or be prepared to reconstruct the detail for program review purposes.

### **Multiple Position Restrictions**

A student may not exceed an average of 19 hours per week when concurrently employed in either two SWS program positions or in a SWS program position combined with a Federal Work Study (FWS) position.

The only exception to the 19 hour per week average is for on-campus graduate assistants, who may work an average of 20 hours per week.

### **TYPES OF WORK PROHIBITED**

Work performed by a student under the SWS program cannot be sectarian-related nor can it involve any partisan or non-partisan political activities. Questions concerning the eligibility of specific positions should be referred to SWS program representatives. See Chapter 3 - Employers for more information regarding allowable positions.

## EMPLOYER REIMBURSEMENT RATES

Employer types and associated reimbursement rates are as follows:

Employer Type	Reimbursement Rate
<ul style="list-style-type: none"><li>• For-profit</li></ul>	<b>40%</b>
<ul style="list-style-type: none"><li>• Public institutions</li><li>• Private institutions</li><li>• Governmental agencies - city, county, state, &amp; federal</li></ul>	<b>60%</b>
<ul style="list-style-type: none"><li>• Non-profit community service providers</li><li>• School districts</li><li>• STEM - businesses whose primary business activity is in the fields of science, technology, engineering, and/or mathematics</li></ul>	<b>70%</b>

SWS contract renewal instructions will be mailed to all employers with active 2012-2013 contracts in the Council's portal system in May 2013.

All employers must have approved and active SWS contracts and job descriptions prior to students earning 2013-2014 SWS dollars. Institutions must apply appropriate minimum matching rates per employer type as described above and should ensure that their employers are aware of what level of match they will be expected to provide before allowing students to earn SWS funds in 2012-13.

Please remember that the reimbursement rate applies only to gross student wages, the employer share of employee benefits remain the responsibility of the employer.

### **Employer Share of Student Compensation**

The employer must pay 100% of gross student wages and benefits prior to reimbursement. The employer will then be reimbursed a percentage of gross wages per the employer type categories listed above.

Please remember that the employer is responsible for the employee benefits costs, including all payments due as an employer's contribution under the State Workman's Compensation laws, federal Social Security laws, State Retirement Laws, and other applicable law. (See Chapter 4 – Jobs & Wages for additional information).

### **Limitation on the FWS Program as Employer Match**

The FWS program may not be used to provide the employer share of student compensation within the SWS program.







## **CHAPTER 5**

### **REIMBURSEMENTS**

#### **FUNDING**

##### **Initial Reserve**

Each spring, the Council sends a Reserve letter with the institutions' initial allocation of funds for the upcoming fiscal year. Whenever the Council can provide funding increases, each institution must formally accept the allocation increase or request a smaller allocation. The financial aid administrator shall sign and return the Reserve letter to the Council by June 30.

##### **Supplemental Fund Requests**

Throughout the year, typically in November, January, and April, institutions have the opportunity to request or return funds. SWS staff will email a memo and provide instructions for the survey to request or return funds. Institutions are asked to respond on each survey, regardless if a change to the funding level is requested. Supplemental awards will be made on a funds-available basis.

##### **Return of Funds**

As soon as the institution knows it will not use the entire SWS allocation, it shall notify the Council and return the unused funds. The sooner the institution returns the funds to the Council the easier it to redistribute those funds to institutions with students in need.

##### **Responsibility for Over-Commitment**

An institution that exceeds its allocation of funds should submit its own reimbursements to affected employers at the previously established reimbursement rate.

##### **Monitor Expenditures**

SWS staff monitor institutional expenditures to ensure proper distribution and full utilization of funds. If it is determined an institution is unable to utilize all of the funds allotted for its students, SWS staff, following communication with the institution, may reduce the institution's allocation accordingly.

## **EMPLOYER REIMBURSEMENT – PRIVATE INSTITUTIONS**

Employers should submit two copies of the time sheet at least monthly to the institution. Private institutions will verify time sheet data, assign appropriate position numbers, and submit time sheets in a timely manner to the Council for reimbursement. Time sheet data is entered into the portal by SWS staff and then processed for reimbursement.

Student employment administrators will certify the accuracy of the time sheet prior to submitting it to the Council for reimbursement. The original (white) copy should be forwarded to the Council **within five days of receipt** for reimbursement to the employer. See the Chapter 6 - Resources for edits to perform **before** time sheets are submitted to the Council.

SWS staff will contact the institution by phone or email regarding time sheets with errors. The institution shall resolve errors with the employer and contact SWS staff with the corrected time sheet information within one week. Failure to submit corrections within the specified timeframe may result in institutional liability for employer reimbursement.

Time sheets can be requested from SWS staff or can be downloaded at: <http://www.wsac.wa.gov/sites/default/files/StudentTimeSheet2012.pdf>.

## **ELECTRONIC TIME SHEET REIMBURSEMENT**

Institutions are encouraged to apply to submit time sheets electronically. For more information contact SWS staff. The electronic time sheet process is subject to all standard compliance procedures established for the SWS program and referenced in the SWS manual. Electronic processing is the preferred method for time sheet submission.

The Council reserves the right to review records, reports, processes, and/or procedures for the automated time sheet process at any time. The Council also reserves the right to suspend, limit, or terminate electronic time sheet reimbursement with any institution at any time. Institutions may terminate this process at any time.

### **Submission of Initial Backup Records**

To establish the accuracy of time sheet batch submissions, the institution will submit original time sheets for the first five electronic batches at a minimum. SWS staff may request additional paper copies of time sheets and may conduct random sampling and compliance reviews at any time during the year.

### **Certifying Official**

At the onset of the process, the institution will submit the name of the institutional official acting as the Student Employment Administrator for the purpose of electronic time sheet processing.



## **Sample Certification & Authorization**

Each electronic time sheet submission will consist of an email message with the certification below inserted into the body, along with an attached file of records.

Each attached transaction will consist of all the data contained in the agreed-upon record layout, which includes and identifies the institution code and the year for which the reimbursement is being claimed.

The person submitting the email is the designated official. The unique identifier for the batch submission will be a combination of the email address with the received date and time. The number of records must be listed.

### **Sample Certification:**

I hereby authorize these (insert #) time sheet records as claims for employer reimbursement and certify the data being submitted for each student record in this batch is accurate and complete. This certification includes confirmation all claims in this batch are for the same fiscal year, and all of the initial time sheet edits have been performed.

I further certify the edits for each student claim includes:

1. The time sheet has been date stamped by the institution.
2. Confirmation of each student's eligibility.
3. The sum of total hours recorded for Record of Actual Hours Worked is equal to Total Hours Worked.
4. The Total Hours Worked multiplied by Hourly Rate of Pay is equal to Gross compensation. (**Special Note:** The hourly rate of pay can only have two places after the decimal. If an employer submits a time sheet with a pay rate of more than two decimal places, round up. The Gross Compensation should then be adjusted).
5. The employer has made the appropriate FICA and other deductions.
6. The student and supervisor signatures are in ink and dated on or after last day worked.
7. Any alterations to: Record of Actual Hours Worked, Total Hours Worked, and Gross Compensation by the institution are fully documented and initialed on the time sheet record.
8. The correct position number is provided.
9. The authorized institutional employee has signed each individual time sheet for the reimbursement claim.

## **SECURING STATE FUNDS – PUBLIC INSTITUTIONS**

### **Cash Requests/Expenditure Reports**

Public institutions must submit a cash request by the 15th of each month. The cash request must report actual program expenditures, and must be submitted even if the institution will not request cash. In general, the institution may only request enough funds to disburse within 30 days.

The cash request cannot exceed the institution's allocation for the current fiscal year. If the institution expends funds beyond the Council's SWS allocation it may need to use institutional funds to cover the overage.

### **Time Sheets**

Public institutions may use the Council time sheet, or may use their own. Public institutions may weigh their own need for a particular type of time sheet against the additional complexity for off-campus employers participating with various institutions. At a minimum, a time sheet recording the number of hours worked per day by each student during each pay period must be on file.

The time sheet must include:

1. Employer certification with a perjury statement verifying the student was paid.
2. Student's full name.
3. Social Security Number.
4. Position title.
5. Pay rate.
6. Record of hours and days worked for each pay period.
7. Student and supervisor certification statement that the student worked the hours submitted on the time sheet.
8. Student and supervisor signatures and dates, gross pay, and name of institution.

### **Net Deductions**

Net deductions are not a required element for public on-campus time sheets if the information can be obtained from institutional records. Net deductions are a required element for time sheets for all off-campus employers.

### **Payer of Record for Off-Campus Employer**

If a public institution has made special arrangements with an employer whereby the institution pays the student in full and bills the employer for the employer's share, the certification of payments by the employer is not required.

Each public institution must have a record of payments made to employers for the state's share of student compensation.

### **TIME SHEET REIMBURSEMENT**

The employer must pay the student first, and **then** claim reimbursement for the state's share of student compensation. In order to receive reimbursement, the employer must submit the time sheet form within 15 days after the pay period. A copy of the time sheet form is located in Chapter 6 - Resources. The time sheet must indicate the employer has paid the student in full, minus appropriate deductions.

Once the time sheet has been submitted to the public institution, or the Council on behalf of the independent institutions, the employer will be reimbursed for the state share of the student's compensation as quickly as possible.

### **EMPLOYER REIMBURSEMENT RATES**

Employer types and associated reimbursement rates are as follows:

<b>Employer Type</b>	<b>Reimbursement Rate</b>
<ul style="list-style-type: none"><li>• For-profit</li></ul>	<b>40%</b>
<ul style="list-style-type: none"><li>• Public institutions</li><li>• Private institutions</li><li>• Governmental agencies - city, county, state, &amp; federal</li></ul>	<b>60%</b>
<ul style="list-style-type: none"><li>• Non-profit community service providers</li><li>• School districts</li><li>• STEM - businesses whose primary business activity is in the fields of science, technology, engineering, and/or mathematics</li></ul>	<b>70%</b>

SWS contract renewal instructions will be mailed to all employers with active 2012-2013 contracts in the Council's portal system in May 2013.

All employers must have approved and active SWS contracts and job descriptions prior to students earning 2013-2014 SWS dollars. Institutions must apply appropriate minimum matching rates per employer type as described above and should ensure that their

employers are aware of what level of match they will be expected to provide before allowing students to earn SWS funds in 2012-13.

Please remember that the reimbursement rate applies only to gross student wages, the employer share of employee benefits remain the responsibility of the employer.

### **Employer Share of Student Compensation**

The employer must pay 100% of gross student wages and benefits prior to reimbursement. The employer will then be reimbursed a percentage of gross wages per the employer type categories on the previous page.

Please remember that the employer is responsible for the employee benefits costs, including all payments due as an employer's contribution under the State Workman's Compensation laws, federal Social Security laws, State Retirement Laws, and other applicable law. (See Chapter 4 – Jobs & Wages for additional information).

### **Limitation on the FWS Program as Employer Match**

The FWS program may not be used to provide the employer share of student compensation within the SWS program.





# CHAPTER 6

## RESOURCES

Accessing the Portal .....	36
Employer Contract & Employer Business Profile.....	37
Religious Affiliation Questionnaire .....	40
Job Description.....	43
Job Classification Code List.....	45
Employer Information Change Request .....	47
Time Sheet.....	49
Time Sheet Edits & Errors .....	51
Performance Evaluation Sample .....	55
Institution Codes.....	57
Laws (RCW).....	59
Rules (WAC).....	67

## Accessing the Portal

The Council is continuing a multi-year effort to migrate all SWS features from the secure website to a web-based portal. Virtually all SWS functions are now on the portal. However, the secure website continues to host registration for access to the portal.

### Portal Account Registration Instructions (via the secure website)

The secure website and portal are password protected. You must register for an account on the secure website to access the portal.

To register:

1. Go to: <https://fortress.wa.gov/wsac/secure/Registration2.asp>
2. Fill in the requested information, select State Work Study, and click “Create Account”.
3. You will be notified once access has been granted.

The Council’s secure website and portal conform to Washington State Department of Information Services password requirements, which are:

- Passwords will expire after 120 days. You will then be required to select a new password.
- Passwords must be at least 8 characters long.
- Passwords must contain characters from the following four categories: uppercase, lowercase, numbers, special symbols (!@#\$%^&\*).

### Accessing the Portal

Once access has been granted, you can logon to the portal at: <https://fortress.wa.gov/wsac/portal/default.aspx>

The portal includes the following tools for **Public institutions**:

- Cash Request
- Contracts
- Summary of account status
- Financial transaction report

The portal includes the following tools for **Private institutions**:

- Contracts
- Job descriptions
- Summary of account status
- Financial transaction report
- Time sheets
- Reconcile





## STATE OF WASHINGTON WORK STUDY PROGRAM EMPLOYER CONTRACT

THIS CONTRACT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and among the Washington Student Achievement Council, an agency of the state of Washington, hereafter called the "Council," or a public postsecondary institution(s) acting as an instrument of the Council in the placement of students, hereinafter called the "Institution;" and \_\_\_\_\_, an eligible employer, hereinafter referred to as the "Employer."

### WITNESSETH:

WHEREAS, the Council has been appropriated funds from the state of Washington, pursuant to RCW 28B.12, to stimulate and promote part-time educationally-related employment of students who are in need of the income from such employment to pursue courses at institutions of postsecondary education; and

WHEREAS, the Employer is a non-profit organization or a profit-making business entity which does not have a direct association with a controlling sectarian organization; and

WHEREAS, the Council, the Institution, and the Employer desire that certain students engage in work under the State Work Study Program authorized by RCW 28B.12; and

WHEREAS, the Employer is in a position to utilize the services of such students;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree for themselves as follows:

#### A. Employer Responsibilities: General

To be eligible for and to receive reimbursement, the Employer agrees to:

1. Utilize the services of students referred to it by the Institution(s) who are eligible to participate in the State Work Study Program, who provide documentation of eligibility, and who are qualified and acceptable to the Employer. A detailed job description and the pay range for each position must be set forth on a "Job Description" form, or its equivalent, submitted to and approved by each participating Institution;
2. Comply with all appropriate federal, state, and local laws;
3. Employ students to perform only work which will not:
  - a. Result in displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
  - b. Replace positions occupied by regular employees during the current or prior year or any position currently or formerly occupied by Higher Education Personnel classified staff;
  - c. Be sectarian-related; or
  - d. Involve any partisan or non-partisan political activity;
4. Ensure that the work performed by the State Work Study student will bear relationship to the student's formal academic program and/or career interest;
5. Pay each student an hourly rate which is at least equal to the entry level rate for comparable positions within the employing organization;
6. Pay each student on a per-hour worked basis. The student may not be compensated on a completion-of-project, independent contractor or salaried basis;
7. Supervise in a reasonable manner the work performed by the student(s);
8. Maintain a daily record of the hours worked by each student on a form approved by the Council for that purpose;
9. Regulate the number of hours worked to ensure that no student works more than an average of the 19 hours reimbursable per week over the period of enrollment for which the student has received an award or a maximum of the 40 hours reimbursable per week during vacation periods, unless the Institution has specified that the student work fewer hours per week, in which case the Employer will regulate the hours accordingly;
10. Notify the Institution of any change affecting the student's employment; and
11. Complete the attached Business Profile, and also provide the Institution or the Council, upon request, additional information substantiating its eligibility as an Employer, information on its employee classification/compensation plan, and/or a current financial statement confirming its fiscal solvency.
12. The employer agrees to:
  - a. Put in place procedures to safeguard the integrity, confidentiality, and appropriate use of the Council's electronic systems and all data obtained through the Council's electronic systems;
  - b. Use the Council's electronic systems only for official business and to take reasonable care to protect all user names, passwords, and any subsequent forms of user authentication from use by unauthorized persons;
  - c. Not use any personally identifiable student data obtained from the Council's electronic systems to conduct research or other studies unless express written consent is obtained from the Council's executive director or their representative;
  - d. Report promptly to the Council any incident or act that would threaten and/or compromise the security or integrity of the Council's electronic systems including any compromise or suspected compromise of passwords; and
  - e. Take reasonable care to prevent the introduction of any code that could cause harm to the Council's electronic systems or data.

B. Employer Payroll and Reimbursement Responsibilities:

The Employer further agrees to:

1. Pay directly to employed students by check or direct deposit their total compensation less appropriate deductions at least once a month, at a rate of pay at least equal to the entry level salary (starting hourly rate or wage) of comparable positions within the employing organization;
2. Bear the costs of employee benefits, including all payments due as an employer's contribution under the State Worker's Compensation laws or Federal Employment Compensation Act (federal agencies only), federal Social Security laws, state unemployment laws, OSHA regulations, and WISHA (Washington Industrial Safety and Health Act) regulations and other applicable laws;
3. Bear the full cost of any commission, bonus, or other special compensation paid the student in addition to the agreed-upon hourly rate of pay;
4. Claim reimbursement only for wages:
  - a. That do not represent hours of work in excess of maximum number of hours subject to reimbursement under this contract;
  - b. Certified under oath as paid by check or direct deposit to students certified as eligible by the Institution; and
  - c. For hours actually worked by the student.
5. Submit to the Institution's appropriate office a completed timesheet for each student employee hired through the State Work Study Program according to the schedule provided by the Institution. In the event the Institution does not establish a schedule, **THE TIMESHEET MUST BE SUBMITTED WITHIN 15 DAYS OF THE END OF THE PAYROLL PERIOD;**
6. Submit timesheets for any student(s) who earned compensation or was paid during the month of June to the Institution by the deadline established by the Institution or July 10<sup>th</sup>, whichever is earlier; and adhere to state labor standards by providing student employee with appropriate rest and meal periods;
7. Waive and forfeit all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Institution as required under Section B (5) and B (6) of this Contract; and
8. Make available upon request by Council and other state of Washington personnel, its payroll records for students paid under this Contract for audit purposes.

C. By approving and processing Job Descriptions, the Institution(s) agree(s) to:

1. Determine which students meet the eligibility requirements for employment under the State Work Study program in accordance with rules and regulations and guidelines established by the Council;
2. Refer to the Employer only those students eligible for the program who appear to be qualified for employment, after exercising the priorities in placing students in accordance with the rules and regulations by which the State Work Study Program is administered; and
3. Notify the Employer of any student who may become ineligible.

D. The Council agrees to reimburse the Employer for a percentage of the student's total State Work Study financial aid award. Reimbursement will be a percentage of the total payroll paid to students under this Contract as stated on the Job Description form. Reimbursement will be paid monthly upon receipt of the Employer's properly completed State Work Study timesheets, which have been sent to the Institution. Public postsecondary institutions(s) may reimburse the Employer on behalf of the Council. Private postsecondary institution(s) will forward the timesheets to the Council for reimbursement. No reimbursement will be made if such information is received after the calendar deadlines established by this Contract and the Institution(s).

E. All Parties agree:

1. This Contract and Business Profile, in conjunction with the Job Description form approved by a participating institution, constitutes an agreement to participate in the program and to comply with the contract provisions. Each institution has the right to determine from which contracted employers they will post jobs;
2. The total reimbursable payroll shall consist of the hourly rate of compensation paid a student multiplied by the number of reimbursable hours of work performed by a student. The maximum number of reimbursable hours of work may not average more than 19 hours per week over the period of enrollment for which the student has received a State Work Study award or exceed a maximum of 40 hours per week during vacation periods. The Institution may specify that a student work fewer hours per week than the maximum. The number of hours any student may work during any period must be agreed upon prior to commencement of employment;
3. The following priorities must be exercised in the placement of students:
  - a. Placement of Washington state residents;
  - b. Employment in fields related to the student's academic or vocational pursuits; or
  - c. In community service placements or in placements that meet Washington's economic development goals.
4. Complaints by either the employee or Employer regarding lack of compliance with this Contract should be referred to the appropriate office at the Institution for settlement. If resolution cannot be reached, appeal may be made to the Council;
5. This Contract shall be subject to the availability of funds granted for this program. It shall also be subject to the provisions of RCW 28B.12, the regulations adopted thereunder, and all legislation and regulations pertaining to the State Work Study Program adopted subsequently;
6. This Contract may be terminated by the Council or the Employer if there is failure by the other party to comply with its provisions; and
7. This Contract will remain in effect until the end of the academic year, which is June 30 immediately following the effective date of this Contract. Prior to the expiration date and at the discretion of the Council, the contract may be continued for the subsequent academic year. Typically, the renewal letter will be sent out in May. In the case of a first year contract, filed between May and June, the second year renewal is handled automatically by the Council.

Substitute Form <b>W-9</b>	<b>Request for Taxpayer Identification Number and Certification</b>
Legal Name (as shown on your income tax return):	
Business Name, if different from Legal Name above – eg. Doing Business As (DBA) Name:	
<b>Check ONLY ONE below</b> (see W-9 Instructions for additional information)	
<input type="checkbox"/> Individual or Sole Proprietor <input type="checkbox"/> LLC filing as sole proprietor <input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp
<input type="checkbox"/> LLC filing as Corporation <input type="checkbox"/> LLC filing as Partnership <input type="checkbox"/> LLC filing as S-Corp	<input type="checkbox"/> Non Profit Organization <input type="checkbox"/> Volunteer <input type="checkbox"/> Board /Committee Member
<input type="checkbox"/> Local Government <input type="checkbox"/> State Government <input type="checkbox"/> Federal Government (including tribal)	
<input type="checkbox"/> Tax-exempt organization <input type="checkbox"/> Trust/Estate	
<b>For Corporation, S-Corp, Partnership or LLC, check one if applicable:</b> <input type="checkbox"/> Medical <input type="checkbox"/> Attorney/Legal	
Physical Address (number, street, and apt. or suite no.)	City, state, and ZIP code
<b>Taxpayer Identification Number (TIN)</b> <b>Enter your EIN <u>OR</u> SSN (do not enter both)</b> For individuals, this is your social security number (SSN). _____ - _____ - _____  For other entities, it is your employer identification number (EIN). _____ - _____  <i>NOTE: The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor, or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W-9 Instructions. If the account is in more than one name, see the W-9 Instructions for guidelines on whose number to enter.</i>	
<b>Certification</b> Under penalty of perjury, I certify that: <ul style="list-style-type: none"> <li>• The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li> <li>• I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li> <li>• I am a U.S. person (including a U.S. resident alien).</li> </ul> <i>(For additional information about the W-9 see the W-9 Instructions.)</i>	
<b>SIGNATURE of U.S. PERSON:</b>	Date:

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
**Employer Identification Number (EIN)**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Unified Business Identifier (UBI) Number**

\_\_\_\_\_  
**City, State, and ZIP code**

**SWV** \_\_\_\_\_ - \_\_\_\_\_  
**Statewide Vendor Number (SWV#)**

\_\_\_\_\_  
**Email Address**

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Website**

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
**Employer Type (non-profit, for-profit, or public)**

**IN WITNESS HEREOF, the parties hereto have executed this contract the day and year first above written.**

**Signed By:**  
  
 \_\_\_\_\_  
**Name of Employer Representative**

**Signed By:**  
  
 \_\_\_\_\_  
**Student Achievement Council/Public Postsecondary Institution**

\_\_\_\_\_  
**Signature of Employer Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Institution Code**

Approved changes by the Attorney General's Office February 20, 2007  
 Washington Student Achievement Council July 2012

**STATE OF WASHINGTON WORK STUDY PROGRAM**  
**EMPLOYER BUSINESS PROFILE**

1. Business Name: \_\_\_\_\_
2. Employer Identification Number (EIN): \_\_\_\_\_ - \_\_\_\_\_
3. Owned/operated by: \_\_\_\_\_
4. Describe the nature of business and primary goods or services provided. (Attach annual report or summary publication, if you prefer.)
5. Describe the location where the student will work.
6. Describe composition of Board of Directors/Corporation, if applicable.
7. Number of years in operation: \_\_\_\_\_
8. Number of **regular/paid** employees: Full time \_\_\_\_\_ Part time \_\_\_\_\_
9. Number of **volunteers**: Full time \_\_\_\_\_ Part time \_\_\_\_\_
10. Have you ever had a license, certificate, or registration to operate a business, occupation, or profession denied, suspended, or revoked? If so, please explain.
11. Do you currently possess all licenses, certificates, and registrations required by all federal, state, and local laws and ordinances? If not, please explain.
12. Have you ever been a defendant in a consumer protection action? If so, please explain.
13. Have you ever been involved in a labor dispute? If so, please explain.
14. Does your organization participate in any political activity or have a religious affiliation? If so, please explain.
15. Have you experienced any cash flow problems within the past two years that would make it difficult to compensate State Work Study students on a regular basis? If so, please explain.

\_\_\_\_\_  
Name of Employer Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Date

Submit the completed Employer Contract and Employer Business Profile to the participating institution(s) you want to partner with. For a complete list of participating institutions, please visit our website at: [www.wsac.wa.gov/employers](http://www.wsac.wa.gov/employers).

# WASHINGTON STATE WORK STUDY PROGRAM

## RELIGIOUS AFFILIATION QUESTIONNAIRE

This questionnaire will help guide the determination for participation in the Washington State Work Study program, in regards to religious affiliated employers.

1. What is the nature and purpose of the business/organization?
2. Is the work performed free from sectarian interest? If not, explain.
3. What is the legal ownership of the business/organization?
4. What are the primary sources for funding of the business/organization?
5. What is the flow of money? (For example: from the parent business/organization **or** to the parent business/organization).
6. Who are the members of the Board of Directors, and is their selection or appointment conditioned by religious creed or commitment?
7. Is there any sponsorship by a religious body, or is there a direct association with a controlling sectarian organization? If yes, explain.
8. Where is the business/organization housed? If housed in a church, what amount of rent is paid each month?
9. Is a person's faith considered before they are approved to receive services? If yes, explain.
10. Is a person's faith considered before they are employed? If yes, explain.

*Send your completed questionnaire, Articles of Incorporation, and By-Laws to:*

**Mail:** Washington Student Achievement Council  
State Work Study  
PO Box 43430  
Olympia, WA 98504-3430

**Fax:** (360) 704-6247

**Email:** [sws@wsac.wa.gov](mailto:sws@wsac.wa.gov)



# WASHINGTON STATE WORK STUDY PROGRAM

## JOB DESCRIPTION

*Instructions for completing the job description are on the reverse side.*

1. Job Title: \_\_\_\_\_

2. Pay Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ 3. Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Minimum Maximum Month / Day / Year

4. Job Description: *(Give a concise, but complete description of duties)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Educational Benefits to be Derived by Students in this Job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Minimum Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employer Name Employer Identification Number (EIN) Suffix

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Supervisor's Signature Supervisor's Name

\_\_\_\_\_  
Date Phone Number

FOR COLLEGE USE ONLY		
Signature of Student Employment Administrator	Name of College	Institution Code
Reimbursement Percent	Job Classification Code	Position Number

FOR COUNCIL USE ONLY	
Signature of Washington Student Achievement Council	Date

## INSTRUCTIONS FOR COMPLETING THE JOB DESCRIPTION

### Employers

Complete a Job Description form for each State Work Study position offered by your business or organization. Submit the Job Description form to each college you want to hire students from. The Student Employment Administrator at the college and the Washington Student Achievement Council must approve the position before you can hire a State Work Study student employee.

**Job Title:** You may select any job title you feel is appropriate. Choose a title that accurately describes the position. This is the job title that the student will enter on their time sheet.

**Pay Range:** All State Work Study positions must receive compensation equal to the entry level salary of comparable positions (RCW 28B.12.060). Indicate the minimum and maximum pay range expected for this position during the period of employment. Any adjustments to the hourly pay rate made during the employment period must fall within this broad pay range.

**Start Date:** Indicate the date (month, day, and year) the position is available (in most cases this will be July 1, which is the beginning of the state fiscal year).

**Job Description:** Give a concise, but complete description of the position. You may also indicate the number of students you want to hire in this position.

**Educational Benefits to be Derived by the Students in this Job:** Explain how this position enhances a student's education or how it relates to a future career track. Whenever possible, hire State Work Study students in positions related to their academic pursuits.

**Minimum Qualifications:** Please note that students use this area to prescreen themselves. List the skills a student must possess prior to filling this position, and base your hiring on how closely the applicant meets these requirements.

**Employer Name:** Provide the full name of the employing business or organization.

**Employer Identification Number (EIN) and Suffix:** Provide the business or organization's Employer Identification Number (EIN) and, if applicable, the Washington Student Achievement Council assigned suffix.

**Address:** Provide the mailing address for the business or organization.

**Supervisor's Signature:** The signature of the supervisor for this position, legally authorized by the employer to sign the student's time sheet.

**Supervisor's Name:** Provide the name of the supervisor of this position.

**Date:** The date signed by the supervisor.

**Phone Number:** Provide the phone number for the supervisor of this position.

### Student Employment Administrators

**Signature of Student Employment Administrator:** This should be the signature of the Student Employment Administrator who approved the job description.

**Name of College:** Provide the full name of the college.

**Institution Code:** The institution code provided by the Washington Student Achievement Council.

**Reimbursement Percent:** Provide the percentage of employer reimbursement.

**Job Classification Code:** Provide the appropriate classification code, from the list provided by the Washington Student Achievement Council, to identifying a broad range of jobs.

**Position Number:** The position number may be any sequence established by the college to assign each job description a unique number.



## **JOB CLASSIFICATION CODE LIST**

<b><u>Code</u></b>	<b><u>Description/Examples</u></b>
130	Staff & Administrative Specialists (Financial, Purchasing, Personnel/Training)
150	Line & Middle Manager Specialist (Education Administrator, Medicine/Health Services Manager, Construction Manager, Food Service/Lodging Manager)
190	Other Managerial and Administrative Occupations (Credit Analyst, Underwriter, Loan Officers, Budget Analyst, Tax Preparer, Claims Processors)
220	Engineers and Related Occupations (All Engineering Disciplines, Drafter, Surveyor, Landscape Architect)
240	Natural Scientists and Related Occupations (Physical Scientist, Chemist, Biological Scientist, Medical Scientist, Technicians in Same Fields)
250	Computer, Math, Research, and Related Occupations (Systems Analyst, Programmer, Statistician, Actuary, Statistical Financial Analyst)
270	Social Scientist and Other Social, Recreation Occupations (Social Scientist, Economist, Psychologist, Social Worker, Recreation Worker)
280	Law and Related Occupations (Lawyer, Law Clerk, Paralegal, Title Searcher)
310	Teachers, Librarians, and Related Occupations (Nursing Instructor, Counselor, Teacher Aide)
320	Health Practitioners, Technicians, and Technologists (Therapist, Nurse, Lab Technician)
340	Writers, Arts, Entertainment, and Related Occupations (Writer, Editor, Announcer, Photographer, Broadcast Technician, Musician, Dancer)
390	Other Professional, Paraprofessional, and Technical
430	Sales Occupations, Services (Appraiser, Travel Agent)
530	Industry Specific Clerical Occupations (Teller, Loan Interviewer, Credit Checker, Brokerage Clerk, Investigator, Bill Collector, License Clerk, Hotel Desk Clerk, Real Estate Clerk)
550	Secretarial and General Office Occupations (Secretary, Typist, File/Bookkeeping/Payroll Clerk)
560	Other Office Machine Occupations (Duplicating Machine Operator, Key punch Operator, Switchboard Operator, Mail Clerk, Messenger)
580	Material Recording/Scheduling/Dispatching, Distribution (Dispatcher, Meter Reader, Marking Clerk, Stock Clerk, Warehouse/Yard Clerk, Order Filler, Shipping/Receiving Clerk)
590	Other Clerical and Administrative Support

## **JOB CLASSIFICATION CODE LIST**

<b><u>Code</u></b>	<b><u>Description/Examples</u></b>
630	Protective Service Occupations (Fire Fighter, Police/Correction Officer, Bailiff, Fish and Game Warden, Guard)
650	Food & Beverage Preparation and Service (Baker, Cook, Butcher)
660	Health Service and Related Occupations (Dental/Medical Assistant, Nursing Aid, Ambulance Driver/Attendant, Pharmacy Assistant)
670	Commercial Cleaning Occupations (Pest Controller)
680	Personal Service Occupations (Guide, Social Welfare Service Aid, Child-Care Worker)
690	Other Service Occupations
790	Agriculture/Forestry/Fish Occupations (Forest/Conservation Worker, Nursery Worker, Farm Equipment Operator, Landscaper/Groundskeeper)
810	Production/Construction/Maintenance/Transportation Helpers, and Supervisors
850	Mechanics, Installers, and Repair (Pipelayer, Highway Maintenance Worker)
890	Precision Production Occupations (Tool and Die Maker, Machinist, Shipfitter, Jeweler, Silversmith, Sheet Metal Worker Cabinetmaker, Printer, Bookbinder)
930	Hand Working Occupations (Welder, Glazier, Engraver)
950	Plant and Systems Occupations (Water Treatment Operator, Gauger, Stationary Engineer)
970	Transportation and Material Moving Machine/Vehicle Operators (Truck/Bus/Taxi Driver, Locomotive Engineer/Firer, Aircraft Pilot/Flight Engineer, Carpenter/Painter/ Roofer Helper, Freight/ Stock Mover)
999	None of the Above

# WASHINGTON STATE WORK STUDY PROGRAM

## EMPLOYER INFORMATION CHANGE REQUEST

Submit this form to the college(s) you work with to update your State Work Study (SWS) information.

**Note:** If your Employer Identification Number (EIN), Unified Business Identifier Number (UBI), job title or job description duties have changed, you **cannot** use this form. Please contact the State Work Study program at 360-753-7861 or sws@wsac.wa.gov.

Name of Business or Organization: \_\_\_\_\_

Employer Identification Number (EIN) & Suffix, if applicable: \_\_\_\_\_

### Change in Business Information

Check the box next to the item that needs updated and provide the current information.

Name of Business or Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Address City State Zip

Mailing Address: \_\_\_\_\_  
Address City State Zip

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

### Change in Pay Rate Information

The Washington Student Achievement Council requires an explanation (in the comment section below) for pay rates that exceed \$25.00 per hour as well as a decrease in pay.

Position Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Pay Range: \$ \_\_\_\_\_ . \_\_\_\_\_ to \$ \_\_\_\_\_ . \_\_\_\_\_ Effective: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Minimum Maximum Month / Day / Year

Comments: \_\_\_\_\_

Signature of Employer Representative

Date

### FOR COLLEGE USE ONLY

Signature of Student Employment Administrator	Name of College / Institution Code	Date
---	------------------------------------	------

### FOR COUNCIL USE ONLY

Signature of Washington Student Achievement Council	Date
---	------



# WASHINGTON STATE WORK STUDY PROGRAM

## TIME SHEET

### STUDENT SECTION

1. \_\_\_\_\_  
Last Name, First Name

2. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Social Security Number

3. \_\_\_\_\_  
Name of College

4. \_\_\_\_\_  
Job Title

5. First day hours were worked: \_\_\_\_\_  
Month / Day / Year

6. Last day hours were worked: \_\_\_\_\_  
Month / Day / Year

7. Record of actual hours worked:

01 \_\_\_\_ . \_\_\_\_          16 \_\_\_\_ . \_\_\_\_

02 \_\_\_\_ . \_\_\_\_          17 \_\_\_\_ . \_\_\_\_

03 \_\_\_\_ . \_\_\_\_          18 \_\_\_\_ . \_\_\_\_

04 \_\_\_\_ . \_\_\_\_          19 \_\_\_\_ . \_\_\_\_

05 \_\_\_\_ . \_\_\_\_          20 \_\_\_\_ . \_\_\_\_

06 \_\_\_\_ . \_\_\_\_          21 \_\_\_\_ . \_\_\_\_

07 \_\_\_\_ . \_\_\_\_          22 \_\_\_\_ . \_\_\_\_

08 \_\_\_\_ . \_\_\_\_          23 \_\_\_\_ . \_\_\_\_

09 \_\_\_\_ . \_\_\_\_          24 \_\_\_\_ . \_\_\_\_

10 \_\_\_\_ . \_\_\_\_          25 \_\_\_\_ . \_\_\_\_

11 \_\_\_\_ . \_\_\_\_          26 \_\_\_\_ . \_\_\_\_

12 \_\_\_\_ . \_\_\_\_          27 \_\_\_\_ . \_\_\_\_

13 \_\_\_\_ . \_\_\_\_          28 \_\_\_\_ . \_\_\_\_

14 \_\_\_\_ . \_\_\_\_          29 \_\_\_\_ . \_\_\_\_

15 \_\_\_\_ . \_\_\_\_          30 \_\_\_\_ . \_\_\_\_

31 \_\_\_\_ . \_\_\_\_

8. Total hours worked: \_\_\_\_\_ . \_\_\_\_

"I hereby certify this time sheet is a true and correct statement of the hours I worked, and that I have State Work Study eligibility to cover my gross earnings."

9. \_\_\_\_\_  
Student's Signature

10. \_\_\_\_\_  
Date Signed (*on or after last day worked*)

### EMPLOYER SECTION

Verify the information in the Student Section. Type, or print in ink, all items requested in this section.

Submit the time sheet to the student's college within 15 days from the end of the current pay period to prevent denial of reimbursement.

You should receive reimbursement from the Washington Student Achievement Council within three to six weeks. An incorrect or blank item may delay reimbursement.

11. Hourly rate of pay:          \$ \_\_\_\_\_

12. Gross compensation:          \$ \_\_\_\_\_

13. FICA:                          \$ \_\_\_\_\_  
(Social Security & Medicare)

14. Other deductions:          \$ \_\_\_\_\_

15. Net earnings:                  \$ \_\_\_\_\_

16. \_\_\_\_\_  
Name of Business or Organization

17. \_\_\_\_\_  
Employer Identification Number (EIN)                          Suffix

"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have State Work Study eligibility, and has been paid by check or direct deposit the amount of net earnings as shown. I hereby certify, under penalty of perjury under the laws of the state of Washington, the foregoing is true and correct."

18. \_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor's Name

19. \_\_\_\_\_  
Date Signed (*on or after student's last day worked*)

### COLLEGE SECTION

20. Date received by college: \_\_\_\_\_

21. Authorized by: \_\_\_\_\_

22. Institution code: \_\_\_\_\_

23. Position number: \_\_\_\_\_

24. Reimbursement rate: \_\_\_\_\_

25. Reimbursement amount: \$ \_\_\_\_\_

# Instructions for Completing State Work Study Time Sheet

**Student:** Complete the Student Section. For the “First day hours were worked” enter the first day (month/day/year) in this pay period on which you worked. For “Last day hours were worked” enter the last day (month/day/year) in this pay period on which you worked. Enter the number of hours you worked under “Record of actual hours worked” next to the appropriate date. At the end of the pay period, total the “Record of actual hours worked” and enter that figure on the “Total hours worked” line. Read and sign the statement regarding your certification of the hours reported and your continued eligibility for the State Work Study program. Be sure to date the form on or after the last day worked. Give the form to your supervisor.

**Employer:** After paying the student the hours reported in the Student Section, type, or print in ink, all information requested in the Employer Section. Read the employer’s certification statement, then sign and print your name, and date the form (on or after the last day the student worked). Retain a copy of the time sheet for your records. Forward the original to the student’s college for processing.

**Important:** Complete the time sheet accurately; any blank or incorrect items may delay your reimbursement. Time sheets not forwarded to the student’s college within 15 days of the end of the pay period may deny reimbursement.

**College:** Verify the information on the time sheet. Once verified, complete the College Section, including institution code (from the list below). Retain a copy of the time sheet for institutional records. Forward the original to the Washington Student Achievement Council for employer reimbursement. Incomplete or late time sheets submitted to the Council can result in delayed or denied reimbursement for employers.

## INSTITUTION CODES (Council assigned)

3080 Antioch University	3130 Northwest University	3190 University of Puget Sound
3090 Bastyr University	3140 Pacific Lutheran University	3200 Walla Walla University
3100 Cornish College of the Arts	3150 Saint Martin’s University	3210 Whitman College
3110 Heritage University	3160 Seattle Pacific University	3220 Whitworth University
3120 Gonzaga University	3170 Seattle University	3490 Trinity Lutheran College

## EXAMPLE

**1. Student Section:**  
Student fills out entire left side of time sheet.

WASHINGTON STATE WORK STUDY PROGRAM  
TIME SHEET

STUDENT SECTION	EMPLOYER SECTION
1. Last Name, First Name _____	Verify the information in the Student Section. Type, or print in ink, all items requested in this section.
2. Social Security Number _____	Submit the time sheet to the student's college within 15 days from the end of the current pay period to prevent denial of reimbursement.
3. Name of College _____	You should receive reimbursement from the Student Achievement Council within three to six weeks. An amount or blank item may delay reimbursements.
4. Job Title _____	11. Hourly rate of pay: \$ _____
5. First day hours were worked: _____ Month Day / Year	12. Gross compensation: \$ _____
6. Last day hours were worked: _____ Month Day / Year	13. FICA: \$ _____
7. Record of actual hours worked:	14. Other deductions: \$ _____
01 _____ 16 _____	15. Net earnings: \$ _____
02 _____ 17 _____	16. _____
03 _____ 18 _____	17. Name of Business or Organization _____
04 _____ 19 _____	Employer Identification Number (EIN) _____
05 _____ 20 _____	"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have State Work Study eligibility, and has been paid by check or direct deposit the amount of net earnings as shown. I hereby certify, under penalty of perjury under the laws of the state of Washington, the foregoing is true and correct."
06 _____ 21 _____	18. Supervisor's Signature _____
07 _____ 22 _____	Supervisor's Name _____
08 _____ 23 _____	19. Date Signed (on or after student's last day worked) _____
09 _____ 24 _____	20. Date received by college: _____
10 _____ 25 _____	21. Authorized by: _____
11 _____ 26 _____	22. Institution code: _____
12 _____ 27 _____	23. Position number: _____
13 _____ 28 _____	24. Reimbursement rate: _____
14 _____ 29 _____	25. Reimbursement amount: \$ _____
15 _____ 30 _____	
16 _____ 31 _____	
8. Total hours worked: _____	
9. Student's Signature _____	
10. Date Signed (on or after last day worked) _____	

I hereby certify this time sheet is a true and correct statement of the hours I worked, and that I have State Work Study eligibility to cover my gross earnings."

**2. Employer Section:**  
Employer completes top 3/4 of right side of time sheet. In order to receive prompt reimbursement, ensure the time sheet is completed accurately and forward to the college within the 15 days of the end of the pay period.

**3. College Section:**  
In order to expedite the employer’s reimbursement, process and forward the time sheet to the Council as soon as possible.

## TIME SHEET EDITS & ERRORS

The following edits, in order as they appear on the time sheet, should be completed before time sheets are sent to the Washington Student Achievement Council (Council). Check these items carefully, as errors can cause delays in reimbursement to valued employers. **Program guidelines require institutions to process time sheets and submit them to the Council within five days of receipt from employers.**

### STUDENT SECTION

**Lines 1 - 4**            Visually scan **Last Name, First Name, Social Security Number, Name of College, and Job Title** to make sure information is legible and complete.

**Lines 5 - 6**            **First and Last Days Hours Were Worked:** The first and last day hours were worked should match the first and last day hours **recorded** on the time sheet. In order for all records to match, this should be correct **before** it is submitted to the Council. *The first and last day worked may not cover more than a 31 day period.* For example, a time sheet dated 1/10 to 2/15 contains overlapping hours from 2/10 to 2/15. A separate time sheet must be submitted for 2/10 to 2/15.

**Line 7**                **Record of Actual Hours Worked:** Hours may be recorded in minutes, quarter hours, or decimals. Employers should record the hours worked as it is reported and paid on their payroll.

**Line 8**                **Total Hours Worked:** The sum of “record of actual hours worked” must equal “total hours worked”.

**Lines 9 - 10**        **Student’s Signature and Date Signed:** The student **must** sign in ink and date the time sheet on or after the last day hours were worked. The student's original signature and date signed verifies the hours recorded. The Council must receive original time sheets to process employer reimbursements; copies are not accepted.

# TIME SHEET EDITS & ERRORS

## EMPLOYER SECTION

**Line 11**            **Hourly Rate of Pay:** Only one pay rate must be recorded on a time sheet. If the student was paid at two different rates during the same period, there must be two separate job descriptions. The pay rate must fall within the pay range of the job description. To change a pay rate, submit the Employer Information Change Request form to the Council for approval.

The hourly rate of pay may only be two places past the decimal. If an hourly rate of pay is listed with more than two decimals, contact the employer.

**Line 12**            **Gross Compensation:** Verify the gross compensation by multiplying the total hours worked by the hourly rate of pay. If it appears the student was paid incorrectly, contact the employer.

**Line 13**            **FICA:** The current employee FICA rate is **7.65%** (Social Security 6.2% and Medicare 1.45%). If FICA is not listed, please check with the employer to insure they are exempt from FICA (this is not very common).

**Line 14**            **Other Deductions:** Any other deductions taken from gross pay (excluding FICA), such as but not limited to: federal withholding, insurance, retirement, wage garnishment, etc.

**Line 15**            **Net Earnings:** The net earnings the student received.

**Line 16**            **Name of Business or Organization:** The employer name should match the name completed on the contract and the name listed in the Portal. Do not use abbreviations.

**Line 17**            **Employer Identification Number (EIN):** The employer identification number must be correct, and in the proper format, example 12-3456789. If a **suffix** was included with the approved contract and job description, it must be entered on the time sheet. (If the contract does not have a suffix, leave the suffix space blank.)

**Lines 18 - 19**      **Supervisor's Signature, Supervisor's Name, & Date Signed:** The supervisor **must** sign in ink and date the time sheet on or after the last day hours were worked by the student. An additional line is provided for the supervisor's name.



## TIME SHEET EDITS & ERRORS

### INSTITUTION SECTION

- Lines 20 - 22**      **Date Received by the College, Authorizing By, and Institution Code:**  
Each time sheet should be date stamped the day it arrives to the institution, and then if approved for reimbursement, signed as received and authorized. The Council assigned four digit institution code needs to be included.
- Line 23**            **Position Number:** The appropriate position number must be filled in. The position number must correspond to the correct job title shown on the student's time sheet. If there is no job description on file for that position number, the employer must submit one.
- Line 24**            **Reimbursement Rate:** List the appropriate percentage of reimbursement.
- Line 25**            **Reimbursement Amount:** List the amount the employer should be reimbursed based on the gross compensation multiplied by reimbursement rate.



# PERFORMANCE EVALUATION SAMPLE

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Employer/Supervisor Name

\_\_\_\_\_  
Period of Review (From-To)

5 - Excellent   4 - Very Good   3 - Satisfactory   2 - Needs Improvement   1 - Unsatisfactory

1. *Quality of Work:* How accurate, neat, and complete is the individual's work? \_\_\_\_\_  
Examples or reasons for this rating:

2. *Productivity:* Does the individual produce an acceptable quantity of work? \_\_\_\_\_  
Examples or reasons for this rating:

3. *Adaptability:* How does the individual adjust to change? (*Consider ability to learn quickly.*) \_\_\_\_\_  
Examples or reasons for this rating:

4. *Dependability:* How reliable is the individual in performing work assignments and carrying out instructions? (*Consider degree of supervision required and willingness to take on responsibilities.*) \_\_\_\_\_  
Examples or reasons for this rating:

5. *Initiative and Resourcefulness:* Does the individual see things to be done and then take action? (*Consider ability to be a self-starter.*) \_\_\_\_\_  
Examples or reasons for this rating:

6. *Judgment*: Does the individual exercise ability to decide best course of action when a choice must be made? (*Consider ability to evaluate facts and make sound decisions using reasoning to identify, solve, and prevent problems.*) \_\_\_\_\_

Examples or reasons for this rating:

7. *Relationships with People*: Does the individual work effectively with others? (*Consider respect and courtesy shown to others, how attitude affects the work area and willingness to accept supervision.*) Are apparel, manners, and sociability appropriate? \_\_\_\_\_

Examples or reasons for this rating:

8. *Attendance and Punctuality*: How reliable is individual in reporting to work and staying on the job? (*Consider arrival times, observance of time limits for breaks and lunches, and patterns of sick leave.*) \_\_\_\_\_

Examples or reasons for this rating:

This performance evaluation was discussed with me on the date noted below. I understand that my signature attests that I have had an opportunity to respond to this evaluation in a timely manner and have/have not chosen to provide comments.

Employee Response:

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

# WASHINGTON STATE WORK STUDY PROGRAM

## INSTITUTION CODES

1010 University of Washington  
 1020 Washington State University

---

2030 Central Washington University  
 2040 Eastern Washington University  
 2050 The Evergreen State College  
 2060 Western Washington University

---

3080 \*Antioch University  
 3090 \*Bastyr University  
 3100 \*Cornish College of the Arts  
 3120 \*Gonzaga University  
 3110 \*Heritage University  
 3130 \*Northwest University  
 3140 \*Pacific Lutheran University  
 3150 \*Saint Martin's University  
 3160 \*Seattle Pacific University  
 3170 \*Seattle University  
 3190 \*University of Puget Sound  
 3200 \*Walla Walla University  
 3210 \*Whitman College  
 3220 \*Whitworth University  
 3490 \*Trinity Lutheran College

---

4300 Bellevue College  
 4310 Big Bend Community College  
 4580 Cascadia Community College  
 4320 Centralia College  
 4330 Clark College  
 4340 Columbia Basin College  
 4350 Edmonds Community College  
 4360 Everett Community College  
 4380 Grays Harbor College  
 4390 Green River Community College  
 4400 Highline Community College  
 4410 Lower Columbia College  
 4570 Northwest Indian College  
 4460 North Seattle Community College  
 4430 Olympic College  
 4440 Peninsula College  
 4370 Pierce College

4450 Seattle Central Community College  
 4480 Shoreline Community College  
 4490 Skagit Valley College  
 4420 South Puget Sound Community College  
 4470 South Seattle Community College  
 4500 Spokane Community College  
 4510 Spokane Falls Community College  
 4520 Tacoma Community College  
 4530 Walla Walla Community College  
 4540 Wenatchee Valley College  
 4550 Whatcom Community College  
 4560 Yakima Valley Community College

---

5700 Bates Technical College  
 5710 Bellingham Technical College  
 5720 Clover Park Technical College  
 5730 Lake Washington Institute of Technology  
 5740 Renton Technical College  
 5750 Seattle Vocational Institute

---

\*The Council generates reimbursements to eligible SWS employers who hire students who attend these institutions.



# REVISED CODE OF WASHINGTON (RCW)

## Chapter 28B.12 RCW

### STATE WORK-STUDY PROGRAM (Formerly College work-study program)

#### RCW Sections

[28B.12.010](#) Created.

[28B.12.020](#) Purpose.

[28B.12.030](#) Definitions.

[28B.12.040](#) Student achievement council to develop and administer program -- Agreements authorized, limitation.

[28B.12.050](#) Disbursal of state work-study funds -- Criteria.

[28B.12.055](#) Work-study opportunity grant for high-demand occupations.

[28B.12.060](#) Rules -- Mandatory provisions.

[28B.12.070](#) Annual report of institutions to office of student financial assistance.

---

#### **28B.12.010** **Created.**

There is hereby created a program of financial aid to students pursuing a post-secondary education which shall be known as the state work-study program.

#### **28B.12.020** **Purpose.**

The purpose of the program created in RCW [28B.12.010](#) is to provide financial assistance to needy students, including needy students from middle-income families, attending eligible post-secondary institutions in the state of Washington by stimulating and promoting their employment, thereby enabling them to pursue courses of study at such institutions. An additional purpose of this program shall be to provide such needy students, wherever possible, with employment related to their academic or vocational pursuits.

---

#### **28B.12.030** **Definitions.**

As used in this chapter, the following words and terms shall have the following meanings, unless the context shall clearly indicate another or different meaning or intent:

## REVISED CODE OF WASHINGTON (RCW) CONT.

(1) The term "needy student" shall mean a student enrolled or accepted for enrollment at a postsecondary institution who, according to a system of need analysis approved by the office of student financial assistance, demonstrates a financial inability, either parental, familial, or personal, to bear the total cost of education for any semester or quarter.

(2) The term "eligible institution" shall mean any postsecondary institution in this state accredited by the Northwest Association of Schools and Colleges, or a branch of a member institution of an accrediting association recognized by rule of the student achievement council for purposes of this section, that is eligible for federal student financial aid assistance and has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington, or any public technical college in the state.

---

### **28B.12.040**

#### **Student achievement council to develop and administer program — Agreements authorized, limitation.**

The student achievement council shall develop and administer the state work-study program. The council shall be authorized to enter into agreements with employers and eligible institutions for the operation of the program. These agreements shall include such provisions as the council may deem necessary or appropriate to carry out the purposes of this chapter.

With the exception of off-campus community service placements, the share from moneys disbursed under the state work-study program of the compensation of students employed under such program in accordance with such agreements shall not exceed eighty percent of the total such compensation paid such students.

By rule, the council shall define community service placements and may determine any salary matching requirements for any community service employers.

---

### **28B.12.050**

#### **Disbursal of state work-study funds — Criteria.**

The office of student financial assistance shall disburse state work-study funds. In performing its duties under this section, the office shall consult eligible institutions and postsecondary education advisory and governing bodies. The office shall establish criteria designed to achieve such distribution of assistance under this chapter among students attending eligible institutions as will most effectively carry out the purposes of this chapter.

---



## REVISED CODE OF WASHINGTON (RCW) CONT.

### 28B.12.055

#### **Work-study opportunity grant for high-demand occupations.**

(1) Within existing resources, the office of student financial assistance shall establish the work-study opportunity grant for high-demand occupations, a competitive grant program to encourage job placements in high-demand fields. The office shall award grants to eligible institutions of higher education that have developed a partnership with a proximate organization willing to host work-study placements. Partner organizations may be nonprofit organizations, for-profit firms, or public agencies. Eligible institutions of higher education must verify that all job placements will last for a minimum of one academic quarter or one academic semester, depending on the system used by the eligible institution of higher education.

(2) The office may adopt rules to identify high-demand fields for purposes of this section. The legislature recognizes that the high-demand fields identified by the office may differ in different regions of the state.

(3) The office may award grants to eligible institutions of higher education that cover both student wages and program administration.

(4) The office shall develop performance benchmarks regarding program success including, but not limited to, the number of students served, the amount of employer contributions, and the number of participating high-demand employers.

---

### 28B.12.060

#### **Rules — Mandatory provisions.**

The office of student financial assistance shall adopt rules as may be necessary or appropriate for effecting the provisions of this chapter, and not in conflict with this chapter, in accordance with the provisions of chapter [34.05](#) RCW, the administrative procedure act. Such rules shall include provisions designed to make employment under the work-study program reasonably available, to the extent of available funds, to all eligible needy students in eligible postsecondary institutions. The rules shall include:

(1) Providing work under the state work-study program that will not result in the displacement of employed workers or impair existing contracts for services;

(2) Furnishing work only to a student who:

(a) Is capable, in the opinion of the eligible institution, of maintaining good standing in such course of study while employed under the program covered by the agreement; and

(b) Has been accepted for enrollment as at least a half-time student at the eligible institution or, in the case of a student already enrolled in and attending the eligible institution, is in good standing and in at least half-time attendance there either as an undergraduate, graduate or professional student; and

## REVISED CODE OF WASHINGTON (RCW) CONT.

(c) Is not pursuing a degree in theology;

(3) Placing priority on providing:

(a) Work opportunities for students who are residents of the state of Washington as defined in RCW [28B.15.012](#) and [28B.15.013](#), particularly former foster youth as defined in RCW [28B.92.060](#);

(b) Job placements in fields related to each student's academic or vocational pursuits, with an emphasis on off-campus job placements whenever appropriate; and

(c) Off-campus community service placements;

(4) To the extent practicable, limiting the proportion of state subsidy expended upon nonresident students to fifteen percent, or such less amount as specified in the biennial appropriations act;

(5) Provisions to assure that in the state institutions of higher education, utilization of this work-study program:

(a) Shall only supplement and not supplant classified positions under jurisdiction of chapter [41.06](#) RCW;

(b) That all positions established which are comparable shall be identified to a job classification under the director of personnel's classification plan and shall receive equal compensation;

(c) Shall not take place in any manner that would replace classified positions reduced due to lack of funds or work; and

(d) That work-study positions shall only be established at entry-level positions of the classified service unless the overall scope and responsibilities of the position indicate a higher level; and

(6) Provisions to encourage job placements in high employer demand occupations that meet Washington's economic development goals, including those in international trade and international relations. The office shall permit appropriate job placements in other states and other countries.

---

### **28B.12.070**

#### **Annual report of institutions to office of student financial assistance.**

Each eligible institution shall submit to the office of student financial assistance an annual report in accordance with such requirements as are adopted by the office.

# WASHINGTON ADMINISTRATIVE CODE (WAC)

Chapter 250-40 WAC  
STATE WORK-STUDY PROGRAM

Last Update: 8/8/06

## WAC Sections

[250-40-020](#) Purpose.

[250-40-030](#) Definitions.

[250-40-040](#) Student eligibility and selection.

[250-40-050](#) Restrictions on student placement and compensation.

[250-40-060](#) Institutional application and allotment procedures.

[250-40-070](#) Administration.

---

### **250-40-020** **Purpose.**

The purpose of this act is to provide financial assistance to needy students, including needy students from middle-income families, attending eligible postsecondary institutions in the state of Washington by stimulating and promoting their employment; and to provide such needy students, wherever possible, with employment related to their academic or vocational pursuits.

[Statutory Authority: RCW [28B.12.020](#) through [28B.12.070](#). 94-14-006 § 250-40-020, filed 6/23/94, effective 7/24/94; Order 6-74, § 250-40-020, filed 9/17/74.]

---

### **250-40-030** **Definitions.**

(1) "Financial need" shall be the difference between the budgetary cost to the student attending an institution of postsecondary education and the total family contribution which the institutional financial aid administrator determines can reasonably be expected to be available to the student for meeting such costs.

(2) "Budgetary cost" of attending an institution shall consist of those costs required to support the individual and other costs in accordance with federal costs of attendance calculations during the period of enrollment. Budgets will reflect the applicable year's cost levels for tuition, room and board, transportation, books, supplies, personal expenses, and any other cost factors deemed necessary for consideration, consistent with WAC [250-40-040](#) (2)(a).

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

(3) "Total family contribution and resources" shall be consistent with amounts recognized by federal need analysis criteria, unless otherwise modified in accordance with these rules and program guidelines.

(4) "Washington resident" shall be defined as an individual who satisfies the requirements of RCW [28B.15.011](#) - [28B.15.013](#) except resident students defined in RCW [28B.15.012](#) (2)(e) and board-adopted rules and regulations pertaining to the determination of residency.

(5) "Eligible institution of postsecondary education" shall mean any postsecondary educational institution in the state of Washington accredited by the Northwest Association of Schools and Colleges; or a branch campus of a member institution accredited by Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Southern Association of Colleges and Schools, Northwest Association of Schools and Colleges, or Western Association of Schools and Colleges that is eligible for federal student financial aid assistance and has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years in the state of Washington; or any public technical colleges in the state of Washington.

(6) "Eligible employer" shall be defined as any eligible public institution of postsecondary education; any other nonprofit organization which is nonsectarian; or any profit-making nonsectarian employer producing a good or providing a service for sale or resale to others, which can and agrees to provide employment of a demonstrable benefit related to the student's postsecondary educational pursuits and which conducts business within the state of Washington; or any other employer approved by the higher education coordinating board. In approving an employer as eligible, the board or an institution acting as its agent will consider at the minimum:

(a) The relationship of the jobs to the students' educational objectives;

(b) The potential for displacement of regular employees;

(c) The rate of pay as compared to salaries and wages provided other employees engaged in similar work;

(d) The employer compliance with appropriate federal and state civil rights laws.

(7) "Dependent student" shall mean any post-high school student attending an eligible institution of postsecondary education who does not qualify as an independent student in accordance with subsection (8) of this section.

(8) "Independent student" shall mean any student who qualifies as an independent student for federal student aid.

(9) "Half-time student" means any student enrolled in at least one-half the credit hour or clock hour load defined by the institution as constituting expected full-time progress toward the particular degree or certificate.

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

(10) "Off-campus community service placements" shall include direct service, planning, or applied research that is designed to improve the quality of life for residents of the community served, particularly low-income residents, in such fields as health care, child care, education, literacy training, welfare, social services, public safety, crime prevention and control, transportation, recreation, housing and neighborhood improvement, rural development, and community improvement. Placements are identified by an institution through formal or informal consultation with local nonprofit, governmental, and community-based organizations.

[Statutory Authority: RCW [28B.80.240](#) and [28B.12.060](#). 02-20-083, § 250-40-030, filed 9/30/02, effective 10/31/02. Statutory Authority: RCW [28B.12.020](#) - [28B.12.070](#). 93-20-044, § 250-40-030, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW [28B.12.060](#). 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-030, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-030, filed 7/29/87; 82-15-054 (Order 5-82, Resolution No. 82-53), § 250-40-030, filed 7/20/82. Statutory Authority: RCW [28B.10.806](#). 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-030, filed 6/16/81; 79-07-020 (Order 4-79, Resolution No. 79-33), § 250-40-030, filed 6/15/79; Order 5-77, § 250-40-030, filed 5/11/77; Order 6-75, § 250-40-030, filed 8/18/75; Order 6-74, § 250-40-030, filed 9/17/74.]

---

### **250-40-040**

#### **Student eligibility and selection.**

(1) Eligibility criteria. In order to be eligible for employment under this program the student must:

(a) Demonstrate financial need.

(b) Be enrolled or accepted for enrollment as at least a half-time undergraduate, graduate or professional student or be a student under an established program designed to qualify him or her for enrollment as at least a half-time student at an eligible institution of postsecondary education.

(c) Be capable, in the opinion of the institution, of maintaining good standing in a course of study while employed under the program, and demonstrate satisfactory progress toward degree or certificate completion.

(d) Not be pursuing a degree in theology.

(e) Not owe a refund or repayment on a state or federal financial aid grant program and not be in default on a loan made, insured, or guaranteed under federal and state financial aid loan programs.

(2) Criteria for institutional determination of financial need and the making of awards.

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

(a) Standard budgetary costs will be determined by the institution subject to approval by the higher education coordinating board.

(b) Total applicant resources shall be determined in accordance with the federal methodology system of need analysis. Institutional financial aid officers may make reasonable adjustments to the computed total applicant resources if individual circumstances warrant such adjustments.

Any adjustments must be documented and placed in the student's financial aid records.

(c) The work-study award shall be designed in such a manner that the sum total of financial aid awarded any one student will not exceed the difference between the total applicant's resources and the budgetary cost of education.

(d) Each institution must have a policy relating to the continuance of aid for students who enroll in but do not complete the number of credit or clock hours required to maintain satisfactory progress toward completion of his or her degree or program objective. The institution must submit its policy to the board annually for approval.

(3) Priorities in placing students.

(a) Provide work opportunities for students who are defined to be residents of the state particularly former foster youth as defined in RCW [28B.92.060](#). Residents of the state are defined in RCW [28B.15.012](#) and [28B.15.013](#) except resident students defined in RCW [28B.15.012](#) (2)(g);

(b) After consideration of (a) of this subsection, then provide job placements in fields related to each student's academic or vocational pursuits, with an emphasis on off-campus job placements wherever appropriate; and

(c) Whenever appropriate, provide opportunities for off-campus community service placements.

(4) Job placements are encouraged in occupations that meet Washington's economic development goals especially those in international trade and international relations.

[Statutory Authority: RCW [28B.15.012](#). 06-17-047, § 250-40-040, filed 8/8/06, effective 9/8/06. Statutory Authority: RCW [28B.12.020](#) through [28B.12.070](#). 94-14-006 § 250-40-040, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-040, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW [28B.12.060](#). 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-040, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-040, filed 7/29/87. Statutory Authority: RCW [28B.10.806](#). 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-040, filed 6/16/81; 80-05-024 (Order 2-80, Resolution No. 80-54), § 250-40-040, filed 4/14/80; Order 5-77, § 250-40-040, filed 5/11/77; Order 6-74, § 250-40-040, filed 9/17/74.]

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

---

### **250-40-050**

#### **Restrictions on student placement and compensation.**

(1) Displacement of employees. Employment of state work-study students may not result in displacement of employed workers or impair existing contracts for services.

(a) State work-study students employed by public institutions of postsecondary education may not fill positions currently or formerly occupied by classified employees.

(b) In cases of governmental employment, state work-study students may fill positions which have been previously occupied but were vacated as a result of implementing previously adopted reduction in force policies in response to employment limitations imposed by federal, state or local governments.

(c) In all other cases, state work-study students may not fill positions which have been occupied by regular employees during the current or prior calendar or fiscal year.

(2) Rate of compensation. All work-study positions shall receive compensation equal to the entry level salary of comparable nonwork-study positions.

Students employed by public postsecondary educational institutions who are filling positions which are comparable to Washington personnel resources board classified positions must be paid entry level Washington personnel resources board wages for the position unless the overall scope and responsibilities of the position indicate a higher level.

Determination of comparability must be made in accordance with state work-study program operational guidelines.

Documentation must be on file at the institution for each position filled by a state work-study student which is deemed by the institution as not comparable to a higher education personnel board position.

(3) Maximum total state work-study compensation. Earnings beyond the student's state work-study eligibility must be reported to the financial aid officer, and resulting adjustments made in the financial aid package in accordance with federal methodology. In the event that a student earns more money from state work-study employment than the institution anticipated when it awarded student financial aid, the excess is to be treated in accordance with the method specified in the state work-study operational guidelines.

(4) State share of student compensation. With the exception of board-approved off campus community service placements, the state share of compensation paid students shall not exceed 80 percent of the student's gross compensation. In the following cases the state share may be

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

established at 80 percent:

(a) When employed by state supported institutions of postsecondary education at which they are enrolled;

(b) When employed as tutors by the state's common school districts;

(c) When employed in tutorial or other support staff positions by nonprofit adult literacy service providers in the state of Washington who meet guideline criteria for participation; and

(d) When employed in an off-campus community service placement. The state share of compensation paid students employed by all other employers shall not exceed 65 percent of the student's gross compensation.

(5) Employer share of student compensation. The employer shall pay a minimum of 20 percent or 35 percent of the student's gross compensation as specified in subsection (4) of this section, plus the costs of any employee benefits including all payments due as an employer's contribution under the state workman's compensation laws, federal Social Security laws, and other applicable laws. The federal work-study program cannot be used to provide employer share of student compensation except when used for placement of students in tutorial or other support staff positions with adult literacy service providers in the state of Washington who meet guideline criteria for participation.

(6) Academic credit for state work-study employment. Students may receive academic credit for experience gained through state work-study employment.

(7) Maximum hours reimbursed. Employment of a student in excess of an average of 19 hours per week, or in the case of on-campus graduate assistants an average of 20 hours per week, over the period of enrollment for which the student has received an award or a maximum of 40 hours per week during vacation periods will not be eligible for reimbursement from state funds.

A student may not be concurrently employed in the same position by the state work-study program and the federal work-study program and exceed the 19 hours per week average.

(8) Types of work prohibited. Work performed by a student under the state work-study program shall not be sectarian related and shall not involve any partisan or nonpartisan political activity.

(9) Relationship to formula staffing percentage. Placement of state work-study students in on-campus positions at public postsecondary educational institutions may not result in a level of employment in any budget program in excess of a formula staffing percentage specifically mandated by the legislature.

[Statutory Authority: RCW [28B.15.012](#). 06-17-047, § 250-40-050, filed 8/8/06, effective 9/8/06.



## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

Statutory Authority: RCW [28B.12.020](#) through [28B.12.070](#). 94-14-006 § 250-40-050, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-050, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW [28B.12.060](#). 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-050, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-050, filed 7/29/87; 86-10-014 (Order 4/86), § 250-40-050, filed 4/30/86; 82-15-054 (Order 5-82, Resolution No. 82-53), § 250-40-050, filed 7/20/82. Statutory Authority: RCW [28B.10.806](#). 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-050, filed 6/16/81; 80-05-024 (Order 2-80, Resolution No. 80-54), § 250-40-050, filed 4/14/80; 79-07-020 (Order 4-79, Resolution No. 79-33), § 250-40-050, filed 6/15/79; 78-08-007 (Order 3-78), § 250-40-050, filed 7/7/78; Order 5-77, § 250-40-050, filed 5/11/77; Order 6-75, § 250-40-050, filed 8/18/75; Order 6-74, § 250-40-050, filed 9/17/74.]

---

### **250-40-060**

#### **Institutional application and allotment procedures.**

(1) Application. Institutions shall annually apply for and document campus need for student employment funds.

(2) Institutional reserve of funds. The board shall annually develop a reserve of funds for the body of students at each eligible participating institution. Institutions will be notified of funds available for their students by May 1 of the year prior to the academic year in which awards will be given, or within a reasonable period after the legislative appropriation becomes known, whichever is later. The following steps shall govern the determination and allotment of institutional reserves:

(a) A base funding level, or conditional guarantee, shall be adopted for each institution currently participating in the program. The initial allotment of funds to any one institution shall equal its conditional guarantee. The conditional guarantee will equal the amount of funds initially reserved to the institution for the 1992-93 fiscal year.

(b) Eligible institutions currently not participating in the program shall be continually encouraged to enter the program, and will be funded at a reasonable level.

(c) Each institution shall share proportionally in the event of budget reductions.

(d) Institutions displaying a pattern of fund underutilization shall have their allocations reevaluated and reduced if appropriate.

(e) Funding increases shall be distributed on an objective basis among institutions in a manner which, when combined with federal work-study allocations, furthers a parity of work opportunity among students statewide.

(f) No institution will be awarded funds which, in the institution's judgment or judgment reasonably exercised by the board, will exceed what the institution can adequately administer.

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

(3) The convening of an advisory committee. The board staff will convene its advisory committee annually in accordance with WAC [250-40-070](#)(4) to review program policies and procedures.

(4) Reallotments. If it is determined that an institution is unable to award all of the funds allotted it, the board will reduce its allotment accordingly and will redistribute unutilized funds to other eligible institutions. Reallotments however, shall not increase or decrease an institution's conditional guarantee.

[Statutory Authority: RCW [28B.15.012](#). 06-17-047, § 250-40-060, filed 8/8/06, effective 9/8/06. Statutory Authority: RCW [28B.12.020](#) - [28B.12.070](#). 93-20-044, § 250-40-060, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW [28B.12.060](#). 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-060, filed 7/29/87; Order 5-77, § 250-40-060, filed 5/11/77; Order 6-74, § 250-40-060, filed 9/17/74.]

---

### **250-40-070 Administration.**

With the assistance of an advisory committee, the higher education coordinating board shall administer the work-study program. The staff of the higher education coordinating board under the direction of the executive director will manage the administrative functions relative to the program and shall be authorized to enter into agreement with:

Eligible public institutions for the placement of students and the reimbursement of employers for the state share of the student's compensation.

Eligible private institutions for the placement of students.

Employers of students attending eligible private institutions for the reimbursement of the state share of the student's compensation. Such agreements shall be written to ensure employer compliance with the rules and regulations governing the work-study program.

(1) Responsibility of eligible public institutions. The institution will:

(a) Assist the board in contracting with eligible employers or, enter into contracts with eligible organizations for employment of students under the work-study program. Such agreements shall be written to ensure employer compliance with the rules and regulations governing the work-study program.

(b) Determine student eligibility and arrange for placement.

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

(c) Arrange for payment of the state share of the student's compensation.

(2) Responsibility of eligible private institutions. The institution will:

(a) Assist the board in contracting with eligible employers.

(b) Determine student eligibility, arrange for placement with employers, and notify the board of such placement.

(c) Submit student time sheets to the board in the prescribed manner and time frame outlined in guidelines.

(3) Employer responsibilities:

(a) Before it may participate in the program, an eligible employer must enter into agreement with the higher education coordinating board or a public institution acting as its agent, thereby certifying its eligibility to participate and its willingness to comply with all program requirements.

(b) Certification of payment to students by the eligible organization shall be made under oath in accordance with RCW [9A.72.085](#).

(c) Submit student time sheets to the institution in a timely manner.

(4) Advisory committee. The board will appoint an advisory committee which may include, but need not be limited to, representatives of public and private community colleges, technical colleges, and four-year institutions of higher education; vocational schools; students; community service organizations; public schools; business; and labor. When selecting members of the committee, the board will consult with institutions of higher education, the state board for community and technical colleges, the work force training and education coordinating board, and appropriate associations and organizations. The committee shall be convened to advise the board staff on matters pertaining to the development and the administration of the work-study program. In addition, representatives from postsecondary educational advisory and governing bodies will be invited to participate in advisory committee meetings when annual institutional allocations are being determined.

(5) Institutional administrative allowance. Contingent upon funds being made available to the higher education coordinating board for the operation of the work-study program, the public institutions will be provided an administrative expense allowance. In order to qualify for the allowance, the institution must demonstrate that financial support for student financial aid administration, exclusive of the administrative allowance, is at least equal to the level of support provided during the previous fiscal year.

(6) Institutional maintenance of effort. State funds provided under this program are not to be used to replace institutional funds which would otherwise be used to support student

## WASHINGTON ADMINISTRATIVE CODE (WAC) CONT.

employment.

(7) Reports. The higher education coordinating board will obtain periodic reports on the balance of each institution's work-study funds to ensure a proper distribution of funds among institutions. In addition, information will be gathered subsequent to the end of the academic year, describing the population served and the modes of packaging used.

(8) Agreement to participate. In order to participate in the program, each institution must file an agreement to participate indicating agreement to abide by all program rules, regulations, and guidelines and to maintain and provide all pertinent information, records, and reports requested by the board.

(9) Appeals. If the board is notified of any possible violations of these rules and regulations, satisfactory resolution shall be attempted by board staff. If satisfactory resolution cannot be achieved by board staff, the advisory committee authorized by WAC [250-40-070\(5\)](#) shall review the appeal and make a recommendation to board staff. If satisfactory resolution still cannot be achieved, the person or institution initiating the appeal may request a hearing with the board, which shall take action on the appeal.

(10) Program reviews. The higher education coordinating board will review institutional administrative practices to determine institutional compliance with rules and regulations and program guidelines. If such a review determines that an institution has failed to comply with program rules and regulations and guidelines the board may suspend, terminate, or place conditions upon the institution's participation in the program and require the institution to reimburse the students affected or the program in the appropriate amount.

[Statutory Authority: RCW [28B.12.020](#) through [28B.12.070](#). 94-14-006 § 250-40-070, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-070, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW [28B.12.060](#). 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-070, filed 7/29/87; 85-20-034 (Order 4-85, Resolution No. 86-3), § 250-40-070, filed 9/24/85. Statutory Authority: RCW [28B.10.806](#). 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-070, filed 6/16/81; 79-11-030 (Order 10-79, Resolution No. 80-19), § 250-40-070, filed 10/11/79; 79-02-088 (Order 2-79), § 250-40-070, filed 2/7/79; Order 5-77, § 250-40-070, filed 5/11/77; Order 6-74, § 250-40-070, filed 9/17/74.]