Idaho Work Study (IWS) Policies & Procedures – EMPLOYER FORM

PURPOSE: Idaho Work Study is an employment program designed to allow Idaho resident students with educational need to obtain work experience related to the student’s course of academic study.

POLICIES: The job the student is seeking or has obtained must be off-campus and the students must meet the following requirements:

- Be an Idaho resident according to the Idaho State Residency Certification Form
- Be a current BYU-Idaho student taking at least 6 credits
- Working 20 hours per week or less
- Be in good standing at BYU-Idaho
- Meet BYU-Idaho's satisfactory academic progress standards
- Obtain work responsibilities related to academic field of study

EMPLOYER RESPONSIBILITIES: To participate in the Idaho Work Study Program, please complete the following steps/review the information outlined below. Remember that discrimination by employers on the bases of sex, race, color, age, religion, national origin, marital status or disability is prohibited by law.

1. Provide professional supervision for the student employees
2. Provide BYU-Idaho’s SFA office with an updated job description for each position when requested
3. Schedule students to work a maximum of 20 hours per week
4. Pay students directly at least monthly based upon an hourly wage
5. Submit payroll records to the SFA office indicating the student employee time worked per day, a summary of hours worked per week, signed by both student and supervisor
6. Submit payroll records to the SFA office within 10 days of the start of the new month (e.g., wage reimbursement request is due by February 10 for work performed during January).

Employers will not be reimbursed for any payroll records received after the 15th of the month.

BYU-IDAHO STUDENT FINANCIAL AID OFFICE RESPONSIBILITIES:

1. Review job descriptions to ensure that students will obtain work experience related to their field of study
2. Receive and store payroll and wage records from employer
3. Submit paperwork for employer reimbursement of $3.00 of student’s hourly wage
4. Answer questions presented by employer

I CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF THIS PROFESSIONAL ENTITY. I HAVE READ AND UNDERSTAND THIS DOCUMENT. I UNDERSTAND THAT OUR ORGANIZATION MUST ADHERE TO THE ABOVE RESPONSIBILITIES TO PARTICIPATE IN THE IDAHO WORK STUDY PROGRAM.

Signed_________________________________ Date________________________

Name of Organization__________________________________________________