

**Title:** **Work-Study Employees**  
**Date of Current Version:** **December 2018**  
**Replaces Version:** **April 2012**

### **Background**

The Center employs students who have been approved for work-study placement by their educational institution. Work-study employees provide a cost-effective method for obtaining valuable assistance in the delivery of programs and services. They also promote learning and intergenerational interaction and communication.

### **Work-Study Employees**

1. When funding is available, permanent staff members may hire work-study employees to assist them with their responsibilities.
2. The hiring staff member is responsible for orientation, direct oversight, and evaluation of the work-study employee.

### **Expectations of Work-Study Employees**

1. Work-study employees must meet the City of Iowa City's requirements for hiring a part-time temporary employee and sign a confidentiality agreement.
2. Work-study employees shall dress, conduct themselves, and carry out assigned tasks in a professional manner.
3. City provided services are to be used only when completing assigned job responsibilities at The Center.
4. Work-study employees shall not accept gifts with a value greater than \$3.00 from participants.
5. Work-study employees shall wear visible name tags when working.

### **Evaluation**

1. All work-study employees receive direct oversight and performance evaluations by the hiring staff person.
2. Work-study employees are given feedback and guidance related to their job performance on an ongoing basis.
3. Termination of work-study employment shall comply with applicable policies of the City of Iowa City and the student employee's educational institution, and require the approval of The Center coordinator or designee.

### **Administration**

All work-study placements are approved by the coordinator or designee. Work-study employees are hired, trained, evaluated, and supported by a permanent staff person.

Approved by the Senior Center Commission on: February 21, 2019