

Davis Technical College Student Financial Aid – Federal Work-Study Policy

Effective Date: 12-12-2022

1. Purpose

- 1.1. This policy determines the process of work-study employment to hire for work-study positions within the college and community service partners.

2. References

- 2.1. Federal Student Aid Handbook Volume 6
- 2.2. Federal Student Aid Handbook Volume 3
- 2.3. Financial Aid Verification and C-Code Resolution Policy
- 2.4. Financial Aid Satisfactory Academic Progress Policy

3. Definitions

- 3.1. **Federal Work-Study:** Federal Campus-Based Program that provides part time employment for students while attending school as an eligible student, in an eligible program.

4. Policy

- 4.1. **Student Eligibility:** student must meet the following criteria:

- be enrolled as an adult certificate seeking student in a certificate program
- complete the FAFSA for the current academic year and have valid ISIR on file
 - valid ISIR consists of completing verification (if applicable) and/or resolving any outstanding c-codes
- demonstrate financial need
- meet satisfactory academic progress

- 4.2. **Work Schedule:** students can be scheduled based on the needs of the department; however, it is recommended that a student not work more than 20 hours per week.

- 4.2.1. A student cannot work during a scheduled class time. Doing so will make the student ineligible for work-study for the entire pay period and wages must be paid from a department's part-time wage budget.

5. Procedures

- 5.1. **Job Description:** each department is responsible for creating job descriptions for work-study positions within their departments. Job descriptions are approved and posted by HR to the Work-Study job board on the Davis Tech website. Job descriptions can remain posted until the job is filled, or work-study funds have been exhausted. Each work-study job description must include the following:
 - Name of the position

- Classification of the position
- Name and address of student's employer (if off campus, such as elementary school or other community partner)
- Department of office that will employ student
- Location of the position
- Name of the student's supervisor
- Purpose/role of the position within the organization
- Duties and responsibilities
- Rate of pay
- General qualifications for the positions
- Length of student's employment (this would be July 1 – June 30 of each year)
- Requirement of the FAFSA each year

5.2. Application: interested students must apply for the work-study position through the online job posting.

5.2.1. Before a department is notified of potential applicants, HR should consult with Financial Aid to confirm the applicant's work-study eligibility

5.2.2. Eligible applicants are forwarded to Department to review and interview as needed

5.3. New Hire Process: Hiring supervisor will create and submit PAN for work-study employee. Financial Aid needs to receive a copy of the PAN so we can calculate the offer based on the hourly wage.

5.4. Work-Study Orientation: prior to beginning employment or shortly after beginning employment, student will need to meet with FA for work-study orientation

5.5. Disciplinary/Termination: supervisor is responsible for disciplinary action of work-study employee. If employee resigns or is terminated from position, supervisor will need to notify financial aid office and submit PAN.

6. Approval and Notes

President's Council Approval: 06-27-2022
Effective Date: 07-01-2022