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