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

Effective Date: 12 December 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**

   Effective Date: 01 July 2022
   President’s Council Approval: 27 June 2022