Financial Aid Student Worker policy

Policy Number	720.06.02	**Custodian**	Dean of Student Services
Approved Date	8/11/2020		
Effective Date	8/11/2020	**Review Date**	2/27/2024
References: FSA Handbook, 34 CFR 675-Federal Work-Study Programs-eCFR, 700.12 Financial Aid Satisfactory Academic Progress Policy, Electronic Announcements: 3/5/20, 5/15/20, 8/21/20, & 1/15/21			

1. Purpose

This program provides financial assistance to students through part-time employment on or off campus.

2. Persons Affected

2.1 Financial Aid Coordinator
2.2 Financial Aid Clerk
2.3 FWS/Internship Supervisors
2.4 Finance Department
2.5 Human Resources Technician

3. Policy

This policy is to ensure the following:

3.1 Provide positive work experiences for the student.
3.2 Allow the student to gain work experience while having a flexible schedule that will work around their class schedule
3.3 Provide financial assistance to students through part-time employment.

4. Definitions

4.1 ISIR-Institutional Student Information Record-This is produced for the school when a student lists the school on their Free Application for Federal Student Aid (FAFSA) form.

4.2 FWS-Federal Work Study (FWS) is designed to aid students with the greatest need who also receive PELL grant awards. The award amount is an estimate of total wages to be earned during an academic year at an hourly rate that must equal or exceed the federal/state minimum hourly wage. A student may work up to 20 hours per week when classes are in session, provided they are not working during their scheduled class time.

4.3 COA-Cost of Attendance-Direct costs such as tuition and fees and estimated indirect costs for a student such as housing, transportation, and miscellaneous expenses.

4.4 SAP-Satisfactory Academic Progress

4.5 Pay Period-2-week period of work that is the same pay schedule for WETCC staff

4.6 Project Success Internships- Internships are designed to help students who are financial aid eligible, however, internships can be funded by other sources and are not necessarily need based depending on the criteria of the program that is funding the internship. Internships can be for credit or not. The award amount is an estimate of total wages to be earned during an academic year at an hourly rate that must equal or exceed the federal/state minimum hourly wage. A student may work up to 20 hours per week when classes are in session, provided they are not working during their scheduled class time. Maintenance of SAP (Satisfactory Academic Process) is required, and students must attend and pass all the classes that they are enrolled in. Failure to meet these requirements will result in a temporary break in employment until the conditions are met.

4.7 Student Worker Earned Sick and Safe Time Law (ESST)-student workers are entitled to earned sick and safe time, a form of paid leave. Student employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for the employee's earned sick and safe time accrual is the academic year starting on July 1st of each year and ending on June 30th of each year. Unused leave will not be paid out if the student worker leaves employment before using their ESST balance.

5. Procedures

5.1 The interested student is responsible for applying for the positions with the Financial Aid Coordinator/Clerk.

5.2 The FWS/Internship supervisors are responsible for providing a job description to the Financial Aid Coordinator and the student worker.

5.3 The Financial Aid Coordinator is responsible for determining eligibility for the program by checking student ISIR's.

5.4 The Financial Aid Coordinator/Clerk determines the award for each student based on financial need and the availability of funds.

5.5 The Financial Aid Coordinator/Clerk will interview the student worker prior to placement so they receive some interview experience. The interview questions will be based on their position.

5.6 The Financial Aid Coordinator/Clerk supplies the timesheets and monitors the bi-weekly timesheets to make sure students are not exceeding their budgets before they get sent to the Finance Office.

5.7 The Financial Aid Coordinator is responsible for collecting and entering the student workers' timesheets into the payroll system by the deadline for each pay period.

5.7 The Finance Office is responsible for paying students their earnings for FWS and Internships bi-weekly.

5.8 The Financial Aid Coordinator will review the Student and Supervisor Handbook with the student and the supervisor each academic year. The student handbook goes over the award process, responsibilities, payroll procedures, timesheets, and payment. The supervisor handbook explains the process for requesting student employees, supervision of student employees, student contract obligations, termination of student's employment, safety and emergency procedures, supervisor responsibility, payroll procedures and work student applicants.

5.9 The Human Resources Technician will process all employment paperwork with the student and keep the information in a student employee file.

Revision History

Rev. Date	Rev. No.	Revision
8/11/2020	.01	Original policy
2/27/2024	.02	New format and added the Earned sick and Safe Time requirement