

## College Procedure: 503.9 – Work Study Hiring and Compensation

Policy Reference: 503 – Tuition, Fees and Financial Aid  
Responsible Department: Student Services  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Student Services  
Effective Date: 08/02/2018

Version Number: 2  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

The work-study program provides opportunities for Kirkwood students to acquire real world job skills while pursuing their educational goals. Work-study students are an integral part of the College's ability to meet operational objectives. This procedure outlines Kirkwood's approach to hiring and compensating work-study students.

### The Procedure

#### Students

- A. Work-study assignments are designed to provide students with an opportunity to gain experience in their career field or to develop general work skills that are transferable.
- B. Work-study students who mark "yes" on their FAFSA form and are eligible for work-study dollars, will receive an eligibility e-mail from Kirkwood confirming their eligibility.
  1. Eligibility e-mails will direct students to the work-study job listing site.
  2. To be considered for a position, work-study students must contact the department by phone or e-mail for application instructions.
  3. Work-study students must be enrolled in at least one Title IV class.

#### Hiring Department

- A. Qualified work-study students who apply for a work-study position will be interviewed by phone or in-person.
  1. All qualified work-study candidates must be interviewed, unless the pool of work study candidates exceeds five students. In that case only the top five work-study candidates need to be interviewed.

- B. The hiring department must verify the student's work-study eligibility with the Financial Aid Office.
- C. The hiring department will complete the New Hire Work-study Form indicating the award amount they are requesting for the work-study student.
- D. Work-study students will need to complete the new hire packet that includes: HR cover letter, ACA Disclosure, W4, I-9, and direct deposit.
  - 1. Work-study students will not have to redo their new hire paperwork if they have worked in the last six months.
  - 2. Work-study students will not have to complete the background check forms/process as long as they are enrolled as a student.
    - a. The exception is if the work-study student will be in regular contact with children under the age of 18 years of age or if required by one of our partner non-profit organizations.
    - b. HR will cover the cost for the background checks for all eligible work-study students that require one.
    - c. Work-study students who are no longer students, or transition to a regular part-time or full-time position, will be required to complete a background check.
- E. To ensure that work-study students are properly compensated for the work that they perform for the College, their job responsibilities/classification will be placed into one of three pay bands.
  - 1. Work-study students may be paid up to 10% above the minimum of their pay classification so long as it does not exceed the pay of regular part-time employees. To request a salary adjustment above the minimum, the employer/department must submit their reasons in writing to Human Resources.
  - 2. Returning work-study students who return for a second fiscal year and who have been in the position for six months or longer prior to the new fiscal year, may receive an increase equal to that of part-time staff at Kirkwood.
  - 3. Work-study students may not work more than 20 hours a week during the school year. Work-study students may work up to 28 hours per week during break periods and during the summer.
- F. Termination of Employment
  - 1. Hiring departments will need to notify Financial Aid and Human Resources when the work-study student concludes their assignment.

## Financial Aid Office

- A. The Financial Aid Office will manage the work-study program, providing departments with the resources needed so they can monitor their department budget.
- B. When individual work-study funding levels fall near the \$500 mark, the Financial Aid Office will verify with the department whether or not they plan to continue to employ the student. If employment will continue, Financial Aid Office will:
  - a. Attempt to increase the work-study award amount for the student by examining student's need as well as the department's budget.  
or
  - b. Notify the department that Human Resources will switch the student to a regular part-time employment status.
- C. Each year, the Financial Aid Office will request completed "**Work-study Budget Request**" forms from the departments. These are due March 1.
- D. Every March/April, the Financial Aid Office will verify with existing work-study employers/departments their need for work-study students for the upcoming fiscal year.
  1. Employer/Departments should inform the Financial Aid Office by June 1 of any returning work-study students. Departments should encourage students to file the FAFSA as soon as possible.
  2. The Financial Aid Office will confirm with the employer/department the amount of the work-study funding available for their area for the upcoming fiscal year.
  3. An employer/department that is not actively looking to fill their work-study position/s and has not filled the position by November 1st will have their funding reallocated to other departments for that fiscal year.
  4. The Financial Aid Office will continually review employer/department work-study accounts to ensure they are actively being utilized. If accounts are not being fully utilized, the Financial Aid Office will review the accounts in partnership with the employer/department and reallocate the funds based on usage.
  5. If the employer/department has not used a work-study in the previous two fiscal years, they will be removed from the list along with their funding and will have to reapply if they wish to hire a work-study student.
    - i. Employers/Departments that reapply will need to provide a job description if a current one is not on file.
    - ii. Employers/Departments will need to complete the "**Work-study Budget Request**" form.
    - iii. Employers/Departments will need to provide the part-time G/L for their respective departments when completing the work-study form. This G/L code will only be used in cases where the work-study will be retained by the department on a regular part-time basis and work-study funding is no longer available.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	08/02/2018	Jon Buse, Vice President, Student Services	New procedure
2	09/24/2019	Cabinet	Procedure template