

Policy and Procedure

Policy Number: 316

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Division/Department: Financial Aid

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Subject: Financial Aid – Federal and State Work Study

Authorities:

Purpose: To provide students with employment opportunities while serving the needs of the College.

Policy: Work- study positions will be available in those departments whose work directly impacts the greatest number of students in an environment that adds value to the students' education. Relevant federal and state regulations attached to the work study programs will be followed.

Procedure:

Department

- Departments who would like a work-study position for the upcoming academic year will need to submit a work-study request form to the Financial Aid Office by the end of the preceding Spring Semester.
- Departments will be awarded work-study positions based upon the availability of Federal and State work-study funding.
- If a situation arises where there are insufficient funds and all departmental requests cannot be met, priority will be given to departments whose requested work-study position has the greatest impact on the college mission. The determination of which department receives priority will be brought to the Campus Roundtable.
- After the work-study requests have been approved, work-study job openings will be posted on the Financial Aid website. The job postings will include the job description, hours of work requested, hourly rate, and supervisor contact information.
- Work-study supervisors will be contacted by applicants and will be responsible for interviewing and hiring their work-study positions in compliance with PTC hiring policies. If you would like assistance with the hiring process please contact the PTC Financial Aid office.
- After a selection has been made, the supervisor and student will need to notify the PTC Financial Aid Office and complete a student employment packet. Be aware that a student cannot begin working until a timesheet has been received for that student.
- Once hired, it is the supervisor's responsibility to verify, sign, and submit the work-study timecards and timesheets to the Business Office by the posted due date.

Student

- Students will be notified of their Federal or State Work-study eligibility on their PTC award letter. The amount listed on the award letter is the maximum the student may earn for the academic year.
- Receiving a Federal or State work-study award confirms eligibility, but is NOT a guarantee of employment.
- A student eligible for work-study should visit the PTC Financial Aid website to review the work-study openings. After finding a position of interest, students should contact the supervisor listed to set-up an interview.
- Upon being hired, a student and supervisor should notify the PTC Financial Aid Office and complete a student employment packet.
- A student must be enrolled in at least 6 credits to be eligible for work-study.
- Timecards and timesheets need to be submitted to the Business Office by the posted due date.

Responsibilities: The college financial aid director is responsible for enforcing the federal and state guidelines as well as monitoring the eligibility of students in work study positions. Departments employing work-study students are responsible for their direct supervision. Business Office is responsible for reviewing timesheets and processing payroll.

Dissemination:

Reviewed by Campus Roundtable: 03/22/2010

Reviewed by Faculty Shared Governance: N/A

Reviewed by Managers Meeting: N/A

Approved: 03/22/2010