



Work-Study

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How do YOU define a successful work-study program?

- ▶ Use allocation (student and institution)
- ▶ Meet community service component
- ▶ Stepping stone for students future careers
- ▶ Helps departments do more with limited budget
- ▶ Helps ease financial stress of student
- ▶ Networking on campus
- ▶ Employer understands main reason for job is for student to get a degree
- ▶ Not breaking Federal Regulations
- ▶ Students come back year after year to same position



Fed Reg – Are you breaking the rules?

- ▶ Complement & Reinforce educational program or career goals
- ▶ May not credit to student account without permission
- ▶ Does pay equal qualifications
- ▶ Working during nonattendance
- ▶ Reading Tutor Project or Family Literacy



Student Positions – How are they assigned?

- ▶ Given website with list of job and told to apply
- ▶ Student Employment Fair
- ▶ Informed of eligibility but not automatically awarded
- ▶ Orientation and FWS required for each student
- ▶ Faculty concerns that student might see a test



Student Positions – What can they entail?

- ▶ Meet Fair Labor Standards
- ▶ Schools/Institutions Equal Opportunity Standards
- ▶ Replacement is interpreted as displacement
- ▶ Constructing, operating, or maintaining building for religious worship



Community Service - Where & What?

- ▶ Must be in public interest
- ▶ Indirect Service
- ▶ Must inform student of opportunities
- ▶ University or college is not considered community
- ▶ On-Campus *MAY* meet definition



Reading Tutor/Family Literacy

- ▶ 100% FWS
- ▶ Must have at least one
- ▶ Take place in-school, after school, weekends, or summer
- ▶ Parochial school – limited cases

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Timesheet Management

- ▶ Must be certified by student's supervisor
- ▶ Paper timesheets must have original
- ▶ Electronic must meet standards of the E-Sign Act
- ▶ Must keep originals for as long as it is required to maintain FISAP
- ▶ Must provide Pay Stubs
- ▶ Supervisor assures student is not working during scheduled class

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This is what a successful FWS program
looks like to *ME*, now what?