

## **Work-Study Guidelines**

This document provides guidance on work-study employment. Your assistance and cooperation in meeting the following requirements is required for participation in the work-study program:

### **Allowable Employment: Job Description**

- Clearly defines whether the job qualifies for work-study
- Provides information to fully explain the job duties to the student
- Determines the number of hours required to earn the total award eligibility
- Establishes a written record of the job duties and responsibilities to avoid any misunderstandings

The Job Description must include the following:

- Name and address of the employer
- Name of the supervisor
- Purpose of the job
- Duties and responsibilities
- Job qualifications (skills, knowledge and abilities)
- Job's wage rate or range
- Length of employment (beginning and ending dates)

### **Non-Allowable Uses of Work-Study**

- Sick Leave
- Vacation Pay
- Holiday Pay
- Employer Contribution to:
  - Social Security
  - Worker's Compensation
  - Retirement
  - Any welfare or insurance program