

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