

# Policies for the Office of Student Financial Aid

## Subject

### Federal Work-Study (I)

*Office of Student Financial Aid/Scholarships*

January 2023

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## Federal Work-Study Policies and Procedures

### Eligibility for Initial Employment

1. Meet citizenship requirements
2. Registered with selective service when applicable
3. Not be in default or owe a refund on any Title IV funds
4. Have a processed ISIR on file that demonstrates financial need
5. Enrolled at an eligible institution in an eligible program leading to a degree
6. Maintain satisfactory academic progress
7. Earned a high school diploma, GED, or passed ability to benefit as defined by the Department of Education
8. Not incarcerated in a federal or state penal institution
9. Attempt at least six (6) hours for the fall/spring semester or three (3) hours for summer semester. A student not attending summer school may be eligible if they are pre-registered for the fall semester.

### Eligibility for Continued Employment

1. Federal Work-Study (FWS) positions are based on the availability of funds from year to year; therefore, a student is not guaranteed a job from award year to award year. The continuation of employment under FWS is based on unmet need and meeting eligibility requirements.
2. If a student does not maintain academic progress according to Northwestern State University's Satisfactory Academic Progress policy, the student will lose eligibility for the upcoming semester or summer session unless the Financial Aid Appeals Committee approves an appeal or the student re-establishes his/her eligibility.

### Terms of Employment

1. FWS positions are assigned for the fall/spring semester. If a student loses eligibility during the fall semester, the student will not be eligible for the spring semester.
2. All student employees must complete an application, I-9 form, W-4 form, L-4 form, and an Employee Debt and Overpayment form.
3. The Office of Student Financial Aid and the Student Employment Officer assigns the number of hours that a student is allowed to work.

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Compensation and Payment

1. FWS students are paid federal minimum wage unless the student is participating in the Community Service Program. Students participating in the Community Service Program will be compensated for travel expenses by being paid a higher hourly wage.
2. FWS wages are not to be used to request a waiver during fee payment.
3. Student employees are compensated on an hourly basis, and are paid only for hours worked.
4. Student employees shall be paid on the Friday following the end of a pay period. Wages will be distributed by check or direct deposit.
5. Wages paid to student employees are subject to federal and state income taxes.

Reporting of Time

1. Each student employee's immediate supervisor must maintain a daily record of the student's time worked. The employee and supervisor must certify the total hours worked by signing the Sign In/Out sheet at the end of each pay period.
2. In order for student employees to be paid on the Friday following the end of a pay period, **time entry should be completed by time keepers by the times established by Payroll.**
3. Submission of accurate Sign In/Out sheets to the departmental time keeper in a timely manner is the responsibility of the supervisor and the student employee.
4. Student employees are not to be paid for hours that are worked without supervision of an acceptable supervisor.
5. Student employees are not allowed to work during their scheduled class time.

Termination and Grievance Procedures

1. Student employees may be terminated for various reasons related to their status as a student and/or job performance. Examples are academic probation, dishonesty, insubordination, etc.
2. Notification of termination may be done in writing or in person by the immediate supervisor. The supervisor of the student employee should supply notice of termination in writing to the Student Employment Officer.

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3. A student has the option of filing a grievance. Grievances should be used if the student is dissatisfied with the amount of hours paid, supervision given by immediate supervisors, and other staff members, etc.
4. Students have the option of filing a grievance by following the university grievance policy. To receive information regarding a grievance, please see the Student Employment Counselor. These procedures should be used if students are dissatisfied with the number of hours paid, supervision given by immediate supervisors, and other staff members, etc.

Student Employment Policies

Additional details can be found in the student Employment policy that encompasses both FWS and general student employees.