



# POLICY

Category	
3-19 Federal Work Study Policy	
Approval	
LC Approved: 11/2/23	
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Revised: 11/2/23	
Responsible Party: Vice President of Student Success	

## Policy Statement

WSU Tech will operate a Federal Work Study (FWS) program in accordance with federal guidelines and regulations. FWS is a Federal Student Aid program designed to allow students with financial need to work and receive a paycheck as they would with any other job.

WSU Tech will be allotted a set amount of funds annually by the Department of Education to be used to employ students through the FWS program. The notification of this allotment is typically received in the spring prior to the academic year in which the funds will be used. The Director of Financial Aid will notify WSU Tech Departments of the dates during which the Departments can solicit FWS positions. Departments that wish to be considered for a portion of the FWS positions will submit a request to the Director of Financial Aid during the solicitation period. Decisions on how many departments will receive funding and on how the funding will be distributed will be made by the Scholarship Oversight Committee. Not all departments that submit requests are guaranteed funding from FWS. All departments will be notified of their allotment by the Financial Aid department prior to the beginning of the given award year.

A student's eligibility is determined after the Financial Aid Process has been completed and the student has been awarded for the given academic year. Students will then need to submit an employment application to be considered for FWS. The employment application will be received by the Financial Aid department which will determine eligibility under the FWS program. Qualification and suitability decisions, including decisions on background checks, will be made by the WSU Tech Human Resources Department. Final selections for employment will be made by the hiring supervisor. Upon selection as a qualified candidate, the applicant will be subject to HR hiring policies, including a background check. Being selected for an interview does not guarantee employment.

FWS employment is governed by employment conditions, including pay, that are appropriate and reasonable according to the type of work performed, the geographic region, the employee's proficiency, and any applicable federal, state, and local laws.

Students will be paid at least the federal minimum wage in effect at the time of employment. As non-exempt temporary, part-time employees, FWS students are subject to the mandatory fringe

benefits, such as Social Security, Medicare, Unemployment Insurance, and Workers Compensation protections. FWS students are not subject to other fringe benefits such as holiday pay, vacation, sick leave, etc. Student employees working under the FWS program are not allowed to work more than 30 hours per week. FWS positions cannot replace regular employee positions at the College.

Employment in FWS is at will and may be terminated by either the student or the College at any time. Equal Employment Opportunity is a fundamental principle of the WSU Tech. FWS employment is based upon personal capabilities and qualifications relating to the essential functions of the job without discrimination based on unlawful factors.