

<b>Policies of the University of North Texas</b>	Chapter 5
<b>05.001 Student Employment College Work-Study</b>	<b>Human Resources</b>

**Policy Statement.**

Students enroll at the University of North Texas to engage in meaningful learning. The University encourages departments to provide eligible students the opportunity to earn money to help pay education expenses by hiring students in college work study positions. In furtherance of students’ academic success and in compliance with federal law, departments are prohibited from scheduling students employed in college work study positions to work during hours in which students are scheduled to be in class.

**Application of Policy.**

Departments hiring students and students employed in CWS positions.

**Definitions.**

1. College Work-Study Position. "College Work-Study Position" means a position funded in whole or in part by federal, state or institutional funds awarded to a student based on financial need and that requires the student to be currently enrolled a minimum of half-time at the University of North Texas during the time of employment. College Work-Study Positions are temporary; work no more than twenty (20) hours per week and not exceeding the amount of federal, state, or institutional college work-study funding awarded to the student through Student Financial Aid and Scholarships. These positions do not include salaried graduate student employees or positions posted and recruited through Human Resources or Academic Resources.
2. College Work-Study Program. “College Work-Study Program” means the employment program operated by the University of North Texas to provide financial aid to eligible students in compliance with federal law and regulations.
3. Half-Time Enrollment. “Half-Time Enrollment” means six (6) hours for undergraduate and five (5) hours for graduate students during the semester in which the student is employed in a College Work-Study Position.
4. Hiring Department. “Hiring Department” means an academic or administrative unit of the University of North Texas that employs a student in a College Work-Study Position.

**Procedures and Responsibilities.**

1. Eligibility and Continued Employment.

Student eligibility for participation in the College Work Study (CWS) program is determined by financial need and maintenance of satisfactory academic progress and enrollment of half-time or more during the semester in which the student is employed. Any student who fails to meet all of the eligibility requirements must be terminated from his or her CWS position immediately.

2. Employment and Benefits Status.

All CWS positions are at-will and are not eligible for employee benefits such as sick leave, unemployment compensation, vacation leave, holiday pay, group insurance, or retirement benefits.

3. Hiring Department Responsibilities.

Hiring Departments are responsible for:

- a. Knowing all policies related to employing students in CWS Positions, including but not limited to the Equal Employment Opportunity and Employment of Non-citizens policies.
- b. Verifying that a student has been awarded college work-study funds before offering the student a CWS Position and before allowing the student to begin working each semester during the term the student is employed in a CWS Position.
- c. Obtaining the student's class schedule before allowing her or him to work and assigning the student a set work schedule at the beginning of the semester.
- d. Ensuring students employed in CWS Positions do not work during hours in which they are scheduled to be in class, even if the class has been cancelled.
- e. Ensuring students employed in CWS Positions work no more than twenty (20) hours per week during the semester in which they are employed. Except, students may work up to twenty-nine (29) hours per week between Fall and Spring semesters provided the student has college work-study funding available.
- f. Ensuring a student's total salary for the semester in which the student is hired does not exceed the amount of college-work study funding awarded.
- g. Ensuring students continue to satisfy the minimum enrollment hours and immediately terminating the student's college work-study funded position if a student falls below the minimum number of hours.
- h. Maintaining all employment documents, including time reporting records for students employed in CWS Positions for five (5) years from the student's last date of employment; and making these records available to the appropriate UNT System, UNT or external department upon request.

- i. Participating in College Work-Study training developed by the Career Center and Student Financial Aid and Scholarships.
- j. Auditing the actual time the student worked against his or her class schedule, in writing, each pay roll cycle; and making these audits available to the appropriate UNT System or UNT department upon request.

Responsible Party: Hiring Department and Supervisors.

4. Student Responsibilities.

A student employed in a CWS Position is responsible for:

- a. Providing the Hiring Department verification of college work-study eligibility before beginning work each semester during term the student is employed in a CWS Position.
- b. Providing the Hiring Department the student's class schedule before beginning work and maintaining a set work schedule.
- c. Ensuring the student does not work during hours in which he or she is scheduled to be in class, including times when a class has been cancelled.
- d. Ensuring the student works no more than twenty (20) hours per week during the semester in which the student is employed. Except, a student may work up to twenty-nine (29) hours per week between Fall and Spring semester or in summer sessions in which they are not enrolled provided the student has college work-study funding available.
- e. Maintaining eligibility to receive college work-study funding and immediately informing the Hiring Department if the student becomes ineligible to receive funding.

Responsible Party: Student.

5. Training.

- a. The Career Center and Student Financial Aid and Scholarships shall develop training related to the College Work-Study Program and make it available to all departments wishing to hire students in CWS Positions.
- b. Departments wishing to participate in the CWS Program are responsible for completing training every two years, unless such training is required more frequently as determined by the Career Center Director or her or his delegate.

Responsible Party: Career Center Director, Student Financial Aid and Scholarships Director

6. Compliance.

- a. Any UNT employee who fails to comply with any provision of this policy is subject to disciplinary action, up to and including termination.
- b. Any student who fails to comply with this policy is subject to immediate termination and disciplinary action under the Student Code of Conduct.

**References and Cross-references.**

UNT Policy 16.004, Equal Employment Opportunity, Affirmative Action, and Non Retaliation

UNT Policy 02.010, Employment of Non-Citizens

Department of Education Regulations, 34 CFR §675.16, §675.19, and §675.20

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