



POLICY WITH RESPECT TO STUDENT WORK STUDY

POLICY NUMBER:	2017-05-003
TITLE OF THE POLICY:	Student Work Study
DATE OF ADOPTION:	December 2017
SUPERSEDES:	none
DATE OF IMPLEMENTATION:	January 2018
PROJECTED DATE OF REVISION:	Fall 2021
PURPOSE OF THE POLICY:	To give students the opportunity to gain meaningful work experience while earning monies to defray the cost of their education.
ACCOUNTABILITY:	Vice President Administrative Services, Financial Aid & Scholarship
APPENDICES:	Appendix A – Procedures

1.0 Preamble/Introduction

As the cost of living increases, many students find themselves financially challenged. These students either use the deferred payment plan option (if they are eligible) or may opt to sit out a semester while they work to gather the necessary funds. The university seeks to assist students through meaningful work experiences.

2.0 Purpose and Scope

To give students the opportunity to gain meaningful work experience while earning monies to defray the cost of their education. UB Work Study program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Work-study jobs will be assigned to students with demonstrated financial need or desired skill set. Students will normally work 12 to 20 hours each week during the academic year.

3.0 Definitions

Work-study – a temporary work position awarded to a student on a semester basis, enrolled in a minimum of 6 credits.

4.0 Policy Statement

Work-study begins on the second week of Fall semester and ends the twelfth week of Spring semester. Work Study positions are temporary and students work normally no more than 20 hours per week. These positions do not include salaried student employees or positions posted and recruited through the Human Resources Department.

Eligibility

Work study students must be in good academic standing. Academic progress must be maintained as defined by the Academic Senate. A student must be enrolled for a minimum of 6 credit hours for the semester in which he/she is on work-study.

Maximum Hours

A student will not normally work more than twenty (20) hours per week. This is designed to ensure that the student is able to focus on his/her academic work.

Remuneration

The minimum hourly rate paid to students will be no less than the national hourly minimum wage. The hourly rate may be more depending on the students' experience and skill level.

Funding

The funding for all positions will come from the department's budget where the student is employed.

Role of the Office of Financial Aid & Scholarships

The FA&S Office will maintain a listing of all available positions. Students must apply for work-study through the Office of Financial Aid & Scholarships, with the exception of student research assistants, who will apply through the Academic Unit. The hiring of the student will be the decision of the relevant department. Financial Aid & Scholarships will maintain the records to facilitate appropriate reporting.