

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	WORK STUDY	Procedure Number:	5-6-103.1
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	5-6-103		

Approved: 
President


Chief Student Services Officer

Date
Adopted: 07/01/2004
Date
Revised: 06/11/2019

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

- I. Procedure for Establishing a Federal Work-study (FWS) Position:
 - A. Departments submit a College Work Study Request to Human Resources by an established timeline.
 - B. Based on the Federal allocation, the Financial Aid Office will notify the Committee of the available funds and any changes in Federal law (e.g. minimum wage requirements) or Title IV procedures. The Committee will review the information, make program change recommendations and submit a rank-ordered list of recommended positions to the Executive Staff.
 1. The Committee shall consist of:
 - a. One (1) representative from each College Division.
 - b. Ex officio representatives including the Director of Human Resources (or designee), the Coordinator of the Work Study Program, and the Director of Financial Aid (who shall serve as Committee chairperson).

C. The Executive Staff approves all recommendations and positions to be funded.

II. Procedure for Filling FWS Position:

- A. Human Resources advertises the position;
- B. Financial Aid Office provides a FWS Award letter to the student;
- C. Students apply electronically; and
- D. Department Supervisor interviews student and, if hired, completes referral form and refers student to Human Resources to complete onboarding.

III. Responsibilities:

A. Supervisors

- 1. Determine department requirement(s) for student workers and submit College Work-study Request to Human Resources by deadline.
- 2. Interview and hire (completing Referral Form and returning it to Human Resources) student worker.
- 3. Keep track of hours worked for student worker(s). Supervisors should not permit the student to exceed awarded hours.
- 4. Maintain student timesheets and submit electronically in accordance with established Human Resources schedule.

B. Financial Aid Office

- 1. Determine eligibility of student(s) for FWS and provide Student with Award Letter.
- 2. Keep track of hours worked by student through the timesheets provided by the supervisor. Verify the timesheets for accuracy.
- 3. Notify supervisors when student is approaching hourly limit.