


<p>Name of Policy: Federal work-study program regulations</p> <p>Policy Number: 3364-81-04-001-00</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Director, Office of Student Financial Aid</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 04/22/07</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

All policies for the Federal Work-Study Program adhere to regulations for Title IV programs, specifically those found in Part 675, 34 Code of Federal Regulations.

(B) Purpose of policy

(D) Procedure

I. Posting of Jobs

- A. Information provided by supervisors regarding the availability of positions is posted on a bulletin board in the corridor outside Room 105 on the First Floor of Mulford Library.
- B. New positions added during the academic year are advertised, as necessary, through broadcast e-mails to all first and second year medical students.

II. The processing of time cards for student employees

- A. The time card will be signed by the supervisor before being turned into the Student Financial Aid Office
- B. The time card will be turned in directly to the Student Financial Aid Office, not the Payroll Office, by 12 noon the Monday following payday, except when a holiday is involved. If the card is turned in after the deadline, it will not be processed until the next pay period.
- C. If the student works during a pay period, the time card must be processed for that pay period.
- D. The student and/or supervisor will not hold time cards past the pay period and should never submit more than one time card at a time.
- E. It is the responsibility of the Department supervisor to monitor the hours that have been worked.
- F. A properly completed time card prepared by the FWS student must be approved by the department and the Student Financial Aid Office.
- G. Any changes to the timecard made by the Payroll Office must be resubmitted for the approval of the changes by the Student Financial Aid Office.

- H. Federal Work-Study students are not to be paid for holiday, compensatory or vacation time. Overtime is to be avoided but, should a student inadvertently work more than 40 hours per week, the student will be paid overtime according to the Fair Labor Standards Act. The department will be responsible for the cost of overtime pay, not Federal Work-Study.
 - I. All Federal Work-Study time cards must be identified by a rubber stamp with the letters "FWS."
 - J. Federal Work-Study students may be paid on an hourly basis (timecard) or by a Summer Employment Authorization Form.
 - K. Students paid by timecard must document hours worked by punching the nearest time clock to the work area. In the event no time clock is available, within a reasonable distance, a student must receive written approval from the Student Financial Aid Office for a waiver of this requirement.
- III. Rate of pay
- A. Rate of pay is established by the Student Financial Aid Office and reviewed periodically for adjustments.
 - B. Beginning with the Fall Semester of the 2007-2008 academic year, the rate of pay is established at \$8.00 per hour, with the exception of door monitors, a position that will be paid \$7.00 per hour.
- IV. Distribution of pay
- A. Distribution of pay is 75% to the FWS program and 25% to the department of the established rate of pay.
 - B. America Reads Reading Tutors will be paid 100% by the FWS program.
 - C. The FWS program is responsible for wages only. All other employee/employer paid payroll costs are the responsibility of the department.
- V. Job Descriptions
- A. A Student Job Description Questionnaire must be on file the Student Financial Aid Office prior to hiring any student.
 - B. Each available work-study position must have a completed job description.
 - C. Student Job Description Questionnaires are mailed to current supervisors each summer for the academic year and each spring for the summer.
- VI. General Information
- A. Students cannot be classified as a Federal Work-Study participant and also be classified as an employee of the institution. They must be one or the other.
 - B. The administrator of the FWS program is the Director of Student Financial Aid.
 - C. Federal Regulations governing campus-based work-study programs prohibit the displacing or replacing of any displaced employees of the University of Toledo by work-study positions.

<p>Approved by: Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 04/22/07</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">• 02/06/80• 10/31/84• 09/30/87• 10/01/91• 01/05/94• 07/01/95• 10/01/96• 04/01/98• 03/10/99• 08/21/00• 08/17/01• 07/16/03• 09/17/04• 11/18/05• 04/22/07 <p>Next review date: 04/22/10 (three years from most recent revision/review date)</p>
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