

WORK STUDY AND NONWORK STUDY STUDENTS

FH
(REGULATION)

Procedures for student employment are as follows:

1. All divisions/departments shall list job openings with the Financial Aid Office and provide the following information:
 - a. Desired qualifications.
 - b. Preferred time slots (hours of work schedule).
2. Faculty and staff are to recommend students to the Financial Aid Office prior to offering student employment.
3. Faculty and staff are to interview all students referred for the position until it is filled.
4. Faculty and staff are to notify the Financial Aid Office immediately when a student has been hired, informing them who has been selected.
5. The normal work week is limited to 15 hours. Exceptions to this limit must be cleared through the Director of Financial Aid prior to extending the work hours.
6. All employment paperwork must be completed prior to the student beginning work. Applications, time sheets, student evaluation sheets, and other employment materials will be available in the Financial Aid Office.
7. The rate of pay for all students will be set by the Financial Aid Office in accordance with federal regulations and Board-approved rates.
8. Transfer, discharges, or other personnel problems shall be reviewed in cooperation with the Financial Aid Officer for appropriate action.

Summer employment priority procedures are as follows:

1. Students who have been enrolled for six hours or more during the past fall and spring terms.
2. Students attending summer term who have been accepted for fall enrollment.
3. If students classified above are not available or not qualified a transient student may be considered. No commitment to transient students for employment shall be made until the supervisor and Financial Aid Officer have reviewed applicants with stated qualifications.