

Title : Work Study Guidelines

Number :

5930.01

Approved :

04/08/92

Reference : A.R.S. §38-502

The Financial Aid Office shall be charged with the responsibility of informing students of work-study positions and facilitating placement which is of mutual benefit to both the students and the College.

In carrying out this charge the following guidelines shall be followed:

- A. Work-study employees shall not be placed in positions where supervision would be by a relative. Relative shall be defined as a spouse, child, grandchild, parent, grandparent, brother or sister, of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse, or any other relationship which in the opinion of the Financial Aid Officer might constitute a conflict of interest.
- B. Work-study students will not be employed to replace full-time personnel.
- C. The Financial Aid Office shall implement procedures to allocate the limited federal work-study positions in the best interests of the District and in the most equitable manner possible. The first priority will be to insure that the minimum needs of all departments are met.
- D. Work-study student employees may be terminated from their positions by the Supervisor for inability or unwillingness to comply with the requirements of the position. These students may be re-assigned by the Financial Aid Office.
- E. Work-study positions shall normally be filled via student employees who qualify for federal work-study. The College may fund work-study positions from institutional monies as authorized by the College President or personnel designated by the College President.

Exceptions to work-study assistance guidelines must be approved by the College President or personnel designated by the College President.

