



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.001 Student Employment College Work Study

I. Policy Statement

The University of North Texas strives to provide enrolled students with opportunities to engage in meaningful learning employment positions. The University encourages departments to provide eligible students an opportunity to earn money to help defray education expenses by hiring students in college work study positions.

II. Application of Policy

Departments hiring students and students employed in College Work Study (CWS) positions

III. Policy Definitions

A. At-Will Employment

“At-Will Employment,” in this policy, means an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.

B. College Work-Study Position

“College Work-Study Position” or “CWS,” in this policy, means a position funded in whole or in part by federal, state or institutional funds awarded to a student based on financial need and that requires the student to be currently enrolled a minimum of half-time at the University of North Texas during the time of employment. College Work-Study Positions are temporary; work no more than twenty-five (25) hours per week and not exceeding the amount of federal, state, or institutional college work-study funding awarded to the student through Student Financial Aid and Scholarships. These positions do not include salaried graduate student employees or positions posted and recruited through Human Resources or Academic Resources.

C. College Work-Study Program

“College Work-Study Program,” in this policy, means the employment program operated by the University of North Texas to provide financial aid to eligible students in compliance with federal law and regulations.

D. Half-Time Enrollment

“Half-Time Enrollment,” in this policy, means six (6) to eight (8) semester credit hours for undergraduate or five (5) semester credit hours for graduate students during the term (Fall, Spring, and/or Summer).

E. Hiring Department

“Hiring Department,” in this policy, means an academic or administrative unit of the University of North Texas that employs a student in a College Work-Study Position.

IV. Policy Responsibilities

A. Eligibility and Continued Employment

Student eligibility for participation in the College Work Study (CWS) program is determined by financial need, maintenance of satisfactory academic progress, and at least half-time enrollment during the semester in which the student is employed. Any student who fails to meet all the eligibility requirements is ineligible to participate in CWS and will be terminated from his or her CWS position immediately.

B. Employment and Benefits Status

All CWS positions are “at-will” and are not eligible for employee benefits such as sick leave, unemployment compensation, vacation leave, holiday pay, group insurance, or retirement benefits.

C. Hiring Department Responsibilities

1. Knowing all policies related to employing students in CWS Positions, including but not limited to the Employment of Students for Hourly Positions, Criminal History Background Checks, Prohibition of Discrimination, Harassment, and Retaliation, and Employment of Non-citizens policies.
2. Verifying that a student has been awarded college work-study funds before offering the student a CWS Position and before allowing the student to begin working each semester during the term the student is employed in a CWS Position.
3. Obtaining the student’s class schedule before allowing the student to work and assigning the student a set work schedule at the beginning of the semester.
4. In furtherance of students’ academic success and in compliance with federal law ensuring students employed in CWS Positions do not work during hours in which they are scheduled to be in class, even if the class has been cancelled.
5. Ensuring students employed in CWS Positions work no more than twenty-five (25) hours per week during the semester in which they are employed.
 - a. Except, students may work up to forty (40) hours per week when classes are not in session between Fall and Spring (including winter session) semesters, between Summer and Fall, and the week of Spring Break, provided the student has college work-study funding available.
6. Ensuring a student’s total salary for the semester in which the student is hired does not exceed the amount of college-work study funding awarded.
7. Ensuring students continue to satisfy the minimum enrollment hours and immediately terminating the student’s college work-study funded position if a student falls below the minimum number of required hours.

8. Maintaining all employment documents, including time reporting records for students employed in CWS Positions for five (5) years from the student's last date of employment; and making these records available to the appropriate UNT System, UNT or external department upon request.
9. Participating in College Work-Study training developed by the Career Center and Student Financial Aid and Scholarships.
10. Auditing the actual time the student worked against his or her class schedule, in writing, each pay roll cycle; and making these audits available to the appropriate UNT System or UNT department upon request.

D. CWS Student Responsibilities

1. Provide the Hiring Department verification of college work-study eligibility prior to beginning work each term of employment.
2. Provide the Hiring Department their class schedule prior to beginning work and maintaining a set work schedule.
3. Work only during hours which they are scheduled that do not conflict with times the student is scheduled to be in class, even if the class is canceled.
4. Work a maximum of twenty-five (25) hours per week during the semester of employment. Except, a student may work up to forty (40) hours per week when classes are not in session between Fall and Spring (including winter session) semesters, between Summer and Fall, and the week of Spring Break, provided the student has college work-study funding available.
5. Maintain eligibility to receive college work-study funding and immediately inform the Hiring Department if they become ineligible to receive funding.

E. Training

1. The Career Center and Student Financial Aid and Scholarships shall develop training related to the College Work-Study Program and make it available to all departments wishing to hire students in CWS Positions.
2. Departments wishing to participate in the CWS Program are responsible for completing training every two years, unless such training is required more frequently as determined by the Assistant Vice President for Student Affairs, Careers or other UNT policy.

F. Compliance

1. Any UNT employee who fails to comply with any provision of this policy is subject to disciplinary action, up to and including termination.
2. Any student who fails to comply with this policy is subject to immediate termination and disciplinary action under the Student Code of Conduct.

V. References and Cross-References

[34 C.F.R. §§ 675.16, 675.19 & 675.20](#)

[UNT Policy 05.006, Criminal History Background Checks](#)

[UNT Policy 05.010, Employment of Non-Citizens](#)

[UNT Policy 05.025, Employment of Students for Hourly Positions](#)

[UNT Policy 07.012, Code of Student Conduct](#)

[UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

VI. Revision History

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