

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-15-12 LGL 2005-0053
TITLE: STATE WORK STUDY PROGRAM EFFECTIVE DATE: JUNE 1, 1988 REVISION EFFECTIVE DATE: July 3, 2015	

1.0 GENERAL

1.1 The Washington State Legislature established the State Work Study program to provide financial assistance to eligible college students. To encourage employers to create part-time positions to supplement their work force, the State reimburses up to 80% of the wages paid to eligible students in recognition of the added costs an employer bears for supervision, training, and employee benefits. The money a student earns under the work-study program allows him/her to continue earning an education without over relying on loans and graduating with a heavy debt burden. The work is usually reasonably related to the student's field of study.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

RCW 28B.12

4.0 DEFINITIONS

None

5.0 POLICY

5.1 The City recognizes that the State Work Study Program is worthwhile. As a civic-minded employer, the City will hire students under the work study program whenever there is bona fide part-time entry level work that can be performed practicably by a student under this program.

6.0 PROCEDURE

6.1 Procedures For Hiring Work Study Students

6.1.1 Departments shall develop job descriptions for work study positions and provide them to the Student Employment offices of area colleges and universities to announce job openings as they occur. Copies shall be forwarded to the Human Resources Department.

6.1.2 The Human Resources Director shall verify the hourly pay rate to the position before it is forwarded to the college or university.

6.1.3 The job assigned to work-study students must only supplement and not replace any regular employee.

6.2 Eligible Hours

6.2.1 Work study students may be worked up to nineteen (19) hours per week while in school and up to forty (40) hours per week during breaks up to the total number of eligible hours. Students are not eligible to work any overtime.

6.2.2 The school will notify the department of the maximum number of eligible hours. After those hours have been reached, the student must terminate his/her employment with the City.

6.3 Reimbursement

6.3.1 Although students are hired on with the City as temporary/seasonal employees, time sheets supplied by the school should be sent to the financial aid office at the college or university. Time cards must also be submitted to the payroll clerk for processing through the City's payroll system.

6.3.2 Supervisors are responsible for completing time sheets for each work study student to verify hours worked. By doing so, they are also verifying that the work was performed satisfactorily.

6.4 Employee Benefits

6.4.1 Work study students are eligible for social security benefits, workers' compensation, and federal withholding.

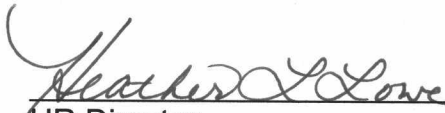
7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:



HR Director

6.10.15

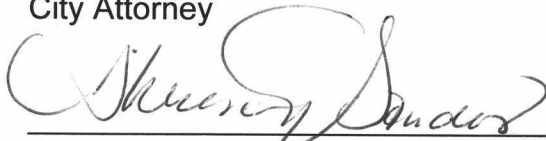
Date



City Attorney

6/10/15

Date



City Administrator

6/18/15

Date