

Student Employment Policy

Federal & Institutional Employment Requirements

Federal Work Study Eligibility Policy

Rules of Eligibility for Federal Work Study

1. FWS positions are awarded to students eligible to complete the FAFSA. To view eligibility requirements, use this link <https://www.park.edu/wp-content/uploads/2024/02/Federal-Aid-Eligibility-Requirements.pdf>
2. In addition to be an eligible FAFSA filer, campus-based aid, including federal work study, must have available “need” and have a SAI of 15,000 or less and available Need of \$3500
3. Students must be enrolled at least half-time and be a degree seeking student.
4. *New* students may not begin employment until the first day of class.
5. All student employment positions may be hired with either the Federal Work Study or Institutional Work Study. However, the Federal Work Study will be awarded to any applicant that is eligible unless funding is no longer available.
6. All FWS student workers must maintain both good academic standings and satisfactory academic progress (SAP). In addition, undergraduate students must have a minimum GPA of 2.0 and graduate students must have a 2.5 GPA for continued employment. There is not an appeal process for not meeting SAP, Academic Standards or the required GPA standards for student employment. Failure to meet either of these policies will result in a loss of employment. To view the SAP policy, visit this link <https://www.park.edu/apply-financial-aid/managing-your-aid/satisfactory-academic-progress/>

Institutional Work Study Eligibility Policy

Rules of Eligibility for Institutional Work Study

The Institutional Work Study program (IWS) will be funded in a manner recommended by the CFO and approved by the President. These funds will be budgeted separately from the Federal Work Study program (FWS). Funds are limited and students are not guaranteed a job. New Job Requests must be approved by the Department Head and the CFO.

- 1.) Students must be degree-seeking and be enrolled, at a minimum of half-time hours.
- 2.) New students may not begin employment until their first day of class.
- 3.) All IWS student workers must maintain both good academic standings. Undergraduate students must have a minimum GPA of 2.0 and graduate students must have a 2.5 GPA to begin enrollment; the GPA requirement is also required for continued employment. There is not an appeal process for failing to meet Academic Standards or the required GPA

standards for student employment. Failure to meet either of these policies will result in a loss of employment.

- 4.) For continued employment as an IWS employee, students must remain in good standing with their student account balance at Park. Students with past due balance at the end of the term will not be permitted to work until their account balance is paid.

Application Process

Student/Supervisor Process

All student employment positions are posted on the main page of the Student Employment section of <https://www.myworkday.com/park/d/home.html>

1. Students should apply for one or more positions they are interested in.
2. Students may contact the hiring department to be proactive in the process or wait for the hiring manager to reach out to them.
3. Once the application on-boarding process has been completed, student employment will clear the student to work. An email is sent to the student and supervisor.
4. The supervisor should contact the student to discuss a start-date and work schedule; this information will be communicated back to the student and employment.
5. The supervisor is responsible for ensuring the student is working the hours approved by student financial aid. Students who work additional hours may run out of awarded institutional or federal funds prior to the end of the academic year and therefore be terminated from employment.

Payroll Process

1. Students working on campus will clock in and out each for the hours they are scheduled to work. Their supervisor will approve their hours each pay period.
2. Students working off campus at a community service partner will clock in and out for work on the web version of workday.
3. Students may choose to receive a bi-weekly paycheck (via direct deposit only) or complete an authorization form to have all or a portion of their paycheck posted directly to their Park student account and applied to direct charges such as tuition and fees. Once your balance is paid off the paycheck will be paid out via direct deposit.
4. Students' pay rate may vary by state, job type and length of employment, see the job description for rate of pay.

2025-2026 Scheduled Hours and Eligibility to Work During Breaks

Student work study positions are part-time position, with the “student first” mindset. Students should always prioritize their academic responsibilities over their student employment position. Various departments will offer work-study hours over periods of non-enrollment such as fall break, winter break, spring break and summer break. The supervisor will report their needs for employment over breaks to student employment, all requests to work over break must be approved by student employment.

2025/2026 Maximum Hours for student employment

- During Enrollment Periods: 20 hours per week (*no exceptions*)
- During Breaks: a maximum of 25 hours per week (*additional hours must be approved by student employment*)

Fall & Spring Break Requirements

- The student did not graduate or is admitted and enrolled into another program of study.
- Students were enrolled in the term prior to the break week, either in the 16-week or 8-week format
- All student employees must meet academic standards
- Financial Aid must approve all students to work over breaks to verify funding.
- Students account must be in good standing

Summer & Winter Break

- The student did not graduate or is admitted and enrolled into another program of study
- Summer - students are required to be enrolled in summer
- Winter – students must be enrolled in the spring term.
- Students with a past due balance will not be approved for employment during winter break or summer break. All balances should be paid before the end of the term.
- Academic progress will be checked at the end of fall, spring and summer; students not meeting academic standards for student employment will have their employment terminated.
- Financial Aid must approve all students to work over summer breaks to verify funding.