



Financial Aid & Office of Student
Employment

Work-Study Program, Financial Aid

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Financial Aid Information:

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Office of Student Employment:

<https://career.du.edu/channels/student-employment/>

Work-Study Program Policies

All federal, state and University of Denver rules and regulations regarding employment and the Work Study program always apply. None of the policies and procedures contained in this handbook negates nor supersedes said rules and regulations. For additional guidelines for student employees, including recruiting, hiring and developing, please refer to the [Office of Student Employment](#).

Work-Study Program Overview

The University of Denver Work-Study Program provides job opportunities for students with financial need, allowing them to earn money to help pay educational expenses. The work-study program encourages positions in community service and work related to each student's course of study. Work-study jobs are available both on and off campus. If the student works off-campus, then the employer must be an approved private, nonprofit organization or public agency. The work performed must be in the public interest.

Although many students qualify, a work-study award is not offered to all eligible students due to limited funding. We make a conscious attempt to support employment needs of all University of Denver students to the greatest extent possible. Examples of work-study awards may include, but are not limited to, federal or state work-study, Ellison Work Award, and DU Student Employment which is offered under extremely limited circumstances.

Program Objectives:

- To assist students in meeting educational costs.
- To the maximum extent possible, provide job opportunities that compliment and reinforce the student's educational program or career goals.
- To regulate employment conditions that are appropriate and reasonable according to the type of work performed.
- To make student aware of community service work-study job opportunities and encourage them to get involved with local non-profits and government agencies.
- To provide a human resource to the University of Denver.

Community Service Work-Study Program

As a requirement of the Federal Work-Study Program, the University of Denver must advise students of community service opportunities and employ students in community service positions.

For the Community Service Work-Study Program, community service is defined as services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.
- Work in service opportunities or youth corps as defined in Section 101 of the National Community Service Act of 1990, and service in the agencies, institutions, and activities designated in Section 124 (a) of that act.
- Support services for students with disabilities (including students with disabilities who are enrolled at the school).
- Activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling (including career counseling).

Agency Eligibility

There is no restriction as to whether these jobs are located on or off campus. On-campus jobs can meet the definition of community services, provided that the services are open and accessible to the community. The service provided by the student employee must be in the public interest, meaning it primarily benefits the community as opposed to the agency or school. Work is NOT in the public interest if:

- It primarily benefits the members of an organization with membership limits such as a credit union, a fraternal or religious order, or a cooperative.
- Involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office.
- It is for an elected official unless the official is responsible for the regular administration of federal, state, or local government.
- It is work as a political aide for any elected official.
- It considers a student's political support of party affiliation in hiring.
- It involves lobbying on the federal, state, or local level.

Community Service Work-Study Contracts

Once a job description has been reviewed and classified as an appropriate position for the Community Service Work-Study Program, the University of Denver must enter into a written agreement (herein the "contract") with the agency. Work-Study staff are authorized to initiate the contract with an agency on behalf of the University of Denver. Agencies must be non-profit or a public/government agency and are responsible for 30% of their work-study employees' earnings.

Neither supervisor nor student is permitted to contract with an agency. Contracts must be renewed every academic year. The agency is required to submit a copy of the State or IRS form and the agency's Bylaws, Constitution, or Charter for verification.

Tax-exempt status as described in the Internal Revenue Code is not an automatic qualification for the Community Service Work-Study Program. The Work-Study program coordinator will review all community service job descriptions and classify them accordingly.

Work-study staff will ensure that the agency is a reliable agency with professional direction and staff and that the work performed is consistent with the purpose of the Community Service Work-Study Program. In contracting with potential community service agencies, priority will be given to jobs that meet the human, educational, environmental, and public safety needs of low-income individuals. For-profit agencies do not qualify as community service agencies.

The agency will maintain time and attendance records and retain such records for a period of five years. The University of Denver assumes payroll responsibilities and bills the agency for the agreed upon percentage as set forth in the contract on a quarterly basis, if applicable.

The Work-Study office is responsible for making sure that payment for work performed is properly documented and that each student's work is properly supervised. Staff members of the agency must become acquainted with the University of Denver's Office of Financial Aid and Office of Student Employment to better understand the educational objectives of the Community Service Work-Study Program.

Community Service Student Employee Supervisors are responsible for following all policies and procedures in this handbook. In general, supervisors are expected to:

- Develop a job description for each position available at the agency.
- Post job openings with PCO, our internship & job database.

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- Recruit eligible students who are interested in the positions.
- Conduct interviews.
- Communicate intention to hire a student directly to the Student Employment staff, noting that a student may not begin work until the Student Employment staff has sent official notice to the agency.
- Review and approve time for students in conjunction with the Work-Study staff and the PioneerTime system, noting that the work-study program does not allow students to work over 12 hours in one day nor more than 40 hours in a calendar week (Monday – Sunday).
- Provide supervision and regular communication to work-study student employees.
- Ensure work-study students complete all hours of work at the agency’s office under appropriate supervision – it is prohibited for a work-study student employee to complete any assignments outside of the office or place of regular course of business.

On-Campus Community Service

On-campus community service is defined as an academic or administrative unit at the University of Denver that provides services to the surrounding community (i.e., community not limited to the University). If the school provides services through off-campus sites, these sites are considered “on-campus” community services so long as the services are open to the community at-large. A service is considered open to the community if the service is publicized to the community and members of the community use the service. Collaborative projects affiliated with the University of Denver are eligible for on-campus community service classification. These may include, but are not limited to:

- Center for Community Engagement and Service Learning (CCESL) – The Bridge Project
- CCESL – Public Achievement
- CCESL – Denver Commission to End Homelessness
- CCESL – Transportation Solutions
- College of Education (COED) – Rick’s Center
- COED – Bridge Project
- COED – Fisher Early Learning Center
- COED – Highline Academy
- Graduate School of Professional Psychology (GSPP) – Professional Psychology Clinic
- Josef Korbel School of International Studies (JKSIS) – Human Trafficking Clinic
- Special Community Programs (SPCP) – Volunteers in Partnership

The Work-Study Program staff will determine the eligibility of University of Denver collaborative projects for the Community Service work-study Program in compliance with all applicable federal work-study rules and regulations.

Off-Campus Community Service

Off-campus community service is defined by the Federal Work-Study Program as a private nonprofit organization or a federal, state, or local public agency. We will not partner with agencies that are located outside of the state of Colorado. The share of wages paid by an agency for work performed by a student working with an off-campus partner for 2024-25 is 30%. This 30% share that the agency is responsible for is to be paid by the agency on a quarterly basis.

Community Service Tutor

A Community Service Tutor is defined by the Federal Work-Study Program as a student who performs one of the following:

- Employed as a reading tutor for preschool age children or elementary school children.

- Employed as a mathematics tutor for children in elementary school through ninth grade.
- Performs literacy activities in a family literacy project that provides services to families with preschool age children or elementary school children, which includes Even Start and Head Start.

Community Service Job Description

Community Service job descriptions are required for every position and will be reviewed by the Work-Study Program coordinator prior to hiring a student to work with an agency.

Community Service Paperwork

The University's Shared Services office will provide all student employees with an I-9, Affirmation Statement, and W-4 to complete the hiring process.

Work-Study staff will provide instructions to students to utilize the PioneerTime Keeping system and email off campus community service supervisors bi-weekly for time approval. If approval of PioneerTime does not occur by the bi-weekly time deadline the work-study student's payment will be delayed. Therefore, it is crucial for all on and off-campus Community Service work-study Supervisors to review and approve time submitted by their student employees. Habitual failure to approve time by the prescribed deadline may result in non-renewal of Community Service partnership agreements between the agency and the University.

Work Duty Expectations

In accordance with federal regulations, it is impermissible for a student utilizing work-study funding to be compensated for work performed while the student is expected to be in class. Further, a student shall not be allowed to be compensated for studying while at their work-study job. It is also not permissible for a student to be compensated for work performed outside their position's assigned work place or for work performed outside the scope of regular business hours (i.e., a student may not take work home). Exceptions may be granted for a student working at a sanctioned work event. A supervisor should contact Student Employment in advance for approval if a situation arises in which a work-study student is needed to work outside the regular place of business or normal hours of business. Failure to provide and ensure these work duty expectations may result in suspension of a Department's access to work-study funding.

Work-Study Award Policies

To qualify for work-study funding a student must:

- Be a U.S. citizen, permanent resident, or be an otherwise eligible non-citizen (as determined by FAFSA).
- Demonstrate financial need.

Complete and file a FAFSA (if a student's FAFSA is selected for Verification, additional documents must be submitted) for the appropriate aid year.

All work-study eligible students must:

- Be admitted to a degree-seeking program
- Be enrolled in at least a half time class status (UG: 6 credit hours, GR: 4 credit hours) per term. Students working during breaks must be enrolled for the upcoming term.
- Students graduating at the end of a term are not eligible to work beyond the last day of the quarter.

Priority awarding will be given to students who meet the priority application deadline. Work-study awards may be prorated for students that do not attend the University for the full academic year. Students may only have one work-

study position at a time. Students cannot hold both a graduate assistantship position and a work-study funded position and/or utilize a work-study award and assistantship tuition waivers in the same academic term.

If you applied for financial aid and work-study was not included in your financial aid offer, you may request to be added to the waitlist by sending an email to workstudy@du.edu.

Work-Study Awards

The total work-study award depends on when the student applied, the level of need, and the funding level available at the time the student applied. Work-study awards are need-based and awarded on a first-come, first-served basis. The standard work-study awards for the 2024-25 academic year are as follows:

- Incoming Undergraduate Students - \$2,500/year
- Continuing Undergraduate Students - \$3,000/year
- Graduate Students - \$5,000/year
- Law Students - \$2000/year

All work-study funding is awarded on a first-come, first-served basis, for students that met the University's priority deadlines. The 2024-25 academic year priority deadline for new students was March 1, 2024. The 2024-25 academic year priority deadline for continuing students was April 15, 2024.

Students with work-study can begin working any time after July 1, 2024. The last day of employment is the last day of the spring term. For Law students it is May 15, 2025 and for all other undergraduate/graduates it is June 12, 2025.

Work-study funding is a highly desirable form of financial aid. Unfortunately, the University is not allocated enough work-study funding to award all students that show financial eligibility. If a student is not awarded work-study in their 2024-25 financial aid package, they have the option to request the Work-Study coordinator to add them to the work-study waitlist. However, we cannot guarantee the ability to award students from the waitlist.

Employment is an excellent educational financing option. Students can still work while pursuing their education even if they do not receive a work-study award. Students can review on-campus positions (that don't require work-study) and off-campus employment opportunities through Pioneer Careers.

Award Earnings

In compliance with work-study program rules and regulations, only earned work-study wages are permitted to be paid to the student employee. While a student with a work-study award is eligible to earn up to the full amount of their award, a student is neither eligible nor entitled to receive any unearned amount of their work study award.

Therefore, it is the student's responsibility to monitor their work study earnings throughout the academic year to ensure they will have enough time to work at their selected position.

Work-study funding cannot cover any kind of fringe benefit such as paid time off, sick leave, etc. Non-benefited employees are eligible for sick leave, per Colorado state laws, and work-study employees will have their leave taken out of a different funding source.

Loan Changes

If a student is awarded a work-study award through the waitlist process, it may be necessary for the student to adjust their loan(s) accordingly. Students should contact the Work-Study Office directly concerning all loan changes.

Award Cancellation

Work-study awards will be cancelled if the student does not accept their award in MyDU by September 1, 2024.

Award Reduction

If a student with a work-study award receives any additional financial aid (including but not limited to scholarships, grants, or loans) their work award may need to be reduced by any amount necessary to prevent the student from receiving aid more than the maximum grant in aid as determined by the federal government. These changes can occur at any time during the academic year and the work-study office will notify the students and supervisors as soon as possible. Termination of positions will occur if the student has earned or exceeded the total allocated work-study award.

Job Description

A job description is a written document which describes the duties of the job and the skills and knowledge a successful candidate will need to be hired for the position. A student cannot be hired without a current job description.

Furthermore, every student employee should be able to consult the job description throughout the year to ensure that they have a clear understanding of their role within the unit.

Supervisors hiring work-study positions are responsible for submitting the job description to the [Office of Student Employment on the internship & job database, PCO](#). The job description should be associated with a Job Level Classification and Pay Grade. Please consult the Office of Student Employment's [pay scale and job level classifications](#).

Pay Rates

The Department of Education regulations states the work-study positions pay rates shall be determined in accordance with the type of work the position is expected to perform. While a work-study student's level of education is an important factor in the hiring process, this one classification alone does not provide a comprehensive evaluation of the requisite skills of a position. Pay rates for all DU employees cannot be below Denver's minimum wage which is set to \$18.29. Information on the Office of Student Employment's recommended [pay scale can be found on the website](#).

Work-Study Award Earnings and Limits

It is the supervisor's responsibility to monitor their work-study student employees' earnings to ensure a student does not earn more than their authorized award amount. The Work-Study coordinator will also review a work-study student's earnings at the end of every pay period. If a student earns over their work-study award amount, then the coordinator will rectify the overage by charging the supervisor's department, terminating the student's work-study position, and adjust any financial overages that may result within the student's account.

Work-study student employees are also responsible for monitoring their work-study earnings. It is important for work-study student employees to use the pre-tax amount they earn, as opposed to the amount received after taxes, in tracking their total earnings.

Please refer to the [resources for the Office of Student Employment](#) when you begin the recruitment and hiring process for your student employees.