



WORK STUDY PROGRAM GUIDELINES

This program provides a unique opportunity for students who are working towards a degree to gain experience in the specialized field of study they have chosen while attending classes at an accredited school.

Requirements for the Work Study Program:

Four year college requirements:

- Preference will be given to students who have completed their first year of college majoring in a related field or be considered a sophomore (have at least 26 credit hours). Students with lesser hours may be considered; however, their qualifications must be justified in the vacancy selection memo by the hiring supervisor and approved by Human Resources.
- Must be at least a three-fourths time student in good standing, majoring in a related field.
- Student must be eligible to work under the Immigration Services Laws.
- Willing to work 10 to 16 hours a week (to be determined by the District or Divisions) while classes are in session and must be able to satisfactorily perform and meet the job expectations.
- Temporary full time employment may be available during breaks and is encouraged.
- Assignment ends when the above requirements cannot be met or upon graduation and attainment of their degree in the related field.

Two-year college requirements (community college):

- Preference will be given to students who have completed two quarters of school. Students with less than two quarters may be considered; however, their qualifications must be justified in the vacancy selection memo by the hiring supervisor and approved by Human Resources.
- Must be at least a three-fourths time student in good standing, majoring in a related field.
- Student must be eligible to work under the Immigration Services Laws.
- Willing to work a minimum of 10 hours a week (to be determined by the District or Divisions) while classes are in session and must be able to satisfactorily perform and meet the job expectations. Hours will be determined by the hiring supervisor and should be based on the student's class schedule.
- Temporary full time employment may be available during breaks and is encouraged.
- Assignment ends when the above requirements cannot be met or upon graduation and attainment of their degree in the related field.

Masters Work Study Requirements:

- Students must have attained a Bachelor's Degree from an accredited college and be formally enrolled in a Master's Program.
- Student must be in good standing, majoring in a related field.
- Student must be eligible to work under the Immigration Services Laws.
- Willing to work a minimum of 10 hours a week (to be determined by the District or Divisions) while classes are in session and must be able to satisfactorily perform and meet the job expectations. Hours will be determined by the hiring supervisor and should be based on the student's class schedule.
- Temporary full time employment may be available during breaks and is encouraged.
- Assignment ends when the above requirements cannot be met or attainment of their Master's degree. Maximum time limit to attain a Master's Degree will be three years.

Benefits to the student:

- Students receive a well-rounded education, enriched by practical application while they accumulate valued and varied work experience.
- Students develop confidence and skills working with people and directly improve their employment opportunities upon graduation.
- Students receive a competitive rate of pay.
- Every effort will be made to place a student in their preferred location. Students can be placed statewide.
- Students may qualify for some insurance benefits if they work 20 hours or more per week.

Student Responsibilities:

- Students must submit a class schedule to verify their status as a student, identify the degree they are working on and submit a transcript of grades to ensure they qualify as students in good standing.
- Students must provide a list of the credit hours they have earned towards their degree on their date of hire and each semester while they are participating in the program
- Students must notify their supervisor of any change of status in their education immediately.

Pay:

Pay will be based on the credit hours earned toward the related degree. The standard used will be based on the University of Nebraska's definition of freshman thru senior status based on credit hours earned:

- Students who have 88 hours or less will be paid at the hiring rate of salary grade 8.
- Students who have 89 hours or more will be paid at the hiring rate of salary grade 10 and be assigned more complex, higher-level work and responsibilities.
- Students enrolled in a Master's Program will be paid at the hiring rate of salary grade 12 and be assigned high level work and responsibilities relating to their degree.
- Students will be eligible for any pay increases that raise the hiring rate of the pay plan.