

## CCS Administrative Procedure

### 2.20.01-H Work Study Compensation

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#### Implementing Board Policy [2.20.01](#)

**Contacts:** SCC Work Study Office, 533-7031  
SFCC Work Study Office, 533-4411

#### 1.0 Purpose

Community Colleges of Spokane is committed to the fair and equitable treatment of work study students, to include appropriate compensation for work study assignments. The objective of this procedure is to provide an internally consistent and compliant compensation administration procedure for salary placement and movement of Federal and Institutional Work Study students.

The Work Study Program helps students earn money for college while gaining work experience. When possible, work experience can be provided in jobs related to their academic and career goals. The work study experience enhances academic learning and builds workplace skills valued by employers. When the work is related to their academic program or vocational area, students are even more likely to stay in school and find career opportunities in their field of study upon graduation.

#### 2.0 Definitions

- 2.1 **Institutional Work Study (IWS):** Institutional work study is intended to provide part-time, temporary, on-campus employment opportunities to students regardless of financial need. Financial aid eligibility does not apply to these assignments. A student must be enrolled in at least 1 credit to be eligible for an institutional work study assignment. Institutional resources fund these assignments. As such, the positions are dependent upon available institutional budgets and resources.
- 2.2 **Federal Work Study (FWS):** Federal work study is offered to students who demonstrate financial need based on the Free Application for Federal Student Aid (FAFSA). Students are awarded FWS as part of their financial aid package. A student employed by the college under federal work study program must be enrolled in at least 1 Financial Aid eligible credit. This work-based program is a grant in the sense that students can earn up to a specific amount awarded each quarter. The Financial Aid office determines eligibility for Federal Work Study.

#### 3.0 Limitations and Requirements

- 3.1 Work study assignments are meant to provide work experience to enhance a student's academic experience. Use of work study shall be consistent with applicable collective bargaining agreements. As such, work study positions shall only supplement and not supplant or displace bargaining unit employees.
- 3.2 The Work Study Office has sole responsibility for classifying work study positions into the appropriate grade level.
- 3.2.1 All Federal and Institutional student work study assignments must start at Grade Level 1.
- 3.2.2 Level increases are based on appropriate utilization of this procedure and job description(s) provided by the direct supervisor, with approval from the divisional administrator when appropriate.
- 3.2.3 Movement between funding sources (i.e., from State to Institutional) may result in reduction of hourly rate of pay.

**4.0 Grade Levels**

- 4.1 Grade Level 1. This is the beginning level of work.
  - 4.1.1 This level can be described in a variety of ways including: assistant, entry, or first working level. Students work under close to general supervision and within narrowly established guidelines and established parameters. Work tasks are often repetitive and routine with limited decision making. Higher level staff review work and provide work directions and outcomes.
  - 4.1.2 Students have limited latitude to resolve problems outside written guidelines. This level can also assist or be trained for a higher level. The impact of an error is small.
- 4.2 Grade Level 2. At this level students independently perform work assigned.
  - 4.2.1 Work Study students work independently and are competent to complete work within their area of responsibility. Students have a working knowledge of program needs and objectives and may be asked to assist in other areas within the department/division. The supervisor reviews work performed on a spot basis and usually after a decision(s) is made.
  - 4.2.2 Activities and methods to accomplish work are generally defined and known. When unusual problems occur, they are brought to higher levels for resolution. The impact of an error is small to moderate.
- 4.3 Grade Level 3. This level is described as the lead worker and typically leads and trains other work study students within the department/division.
  - 4.3.1 At this level students are experienced in all aspects of work assigned, train and lead other work study students, and assist in other areas in the department/division. Students receive limited direct supervision and may resolve problems or issues that occur in their work environment. Within the increased scope, the supervisor will review work performed on a spot basis and usually after a decision(s) is made.
  - 4.3.2 When unusual problems occur, they are brought to higher levels for resolution. The impact of an error could be moderate in scope.

**5.0 Grade Level Placement**

- 5.1 All Federal and Institutional student work study assignments must start at Grade Level 1.
- 5.2 If a student work study is awarded funds as part of a financial aid package, the student is awarded a set dollar amount. If the student's work study pay level increases, the Federal work study hourly rate will increase.
  - 5.2.1 Increasing a Federal work study's hourly rate will speed up the amount of time it takes for a student to expend their total financial aid award.
  - 5.2.2 The student may have fewer hours to work before meeting their Federal financial aid award.
  - 5.2.3 Financial Aid may have the ability to increase the financial aid award amount following Federal financial aid rules and regulations.
- 5.3 Approval of grade level increases must be justified by a change in a position's responsibilities.
  - 5.3.1 Changing a work study's position responsibilities requires approval from the divisional administrator.
  - 5.3.2 The Student Work Study Office has final approval for placement of a position into the appropriate level.

- 5.4 Work study level increases are only implemented at the beginning of a new quarter.
- 5.5 Any variance of the application of these levels requires the approval of the divisional executive (e.g., chief student services officer, chief academic officer)
- 5.6 CCS educational units will communicate with each other prior to assigning blanket classification levels to specific work study assignments.

## 6.0 Compensation

The Federal and Institutional Work Study pay rates are indexed to the Washington State minimum wage.

- 6.1 Grade Level 1 is equal to the state minimum wage. Work study salary levels will maintain a two dollar (\$2.00) per hour separation between levels.
- 6.2 CCS general wage increases are not applicable to Federal and Institutional work study pay rates; e.g., COLA increases; however, CCS does adjust pay rates consistent with minimum wage adjustments and budgetary limitations.
- 6.3 Salary pay rates are published on the CCS Part-time Hourly & Student Work Study Classifications and Salary Schedule.

## 7.0 Related Information

- 7.1 [Washington State Minimum Wage](#), Department of Labor & Industries
- 7.2 [CCS Student Work Study Classifications and Salaries](#)
- 7.3 SCC Job Placement websites
  - 7.3.1 [For Faculty](#)
  - 7.3.2 [For Students](#)
- 7.4 SFCC Job Placement websites:
  - 7.4.1 [For Faculty](#)
  - 7.4.2 [For Students](#)