



---

## AUHR 3.14 COLLEGE WORK-STUDY PROGRAM

### Program Objectives

The Work Study Program is a federally funded program authorized by the Higher Education Act of 1965. It provides employment to college students who otherwise may not be able to complete their education. The program is not intended to supplant or replace City positions.

The Auditor's Office will work within the City's established Work Study Program. The Bureau of Human Resources executes contracts with colleges on behalf of the City bureaus and provides administrative support for the Work-Study Program. This support includes position creation, payroll, personnel action processing, grant tracking, billings and assisting with the marketing of student positions at colleges.

Work Study appointments are used to enable students to gain practical knowledge and further prepare a student for a particular occupation. A suitable plan for training under close supervision should be developed for the individual and a schedule for work must be determined.

Work-study employees serve at will and shall not accrue status in the class in which they have been hired and shall have no appeal rights upon demotion, suspension or termination from the class. Work-study employees do not receive leave, service credit, retirement or health benefits. They are not eligible for priority reemployment under the **Administrative Rule on Reinstatement or Layoff & Recall** and do not have bumping rights.

### Who Pays for Work-Study?

The Auditor's Office is responsible for paying a percentage of work-study students' gross wages (depending on which school the student is from) plus an estimated five percent for other payroll expenses for those students employed in the Auditor's Office. Colleges finance the remaining portion of the wage paid to working students.

### Creating Positions

The Auditor's Office has discretion to create positions, interview, hire, and set wages within federal guidelines. All student grants expire at the end of spring term and are terminated on or before June 15. All students awarded summer grants must be rehired on June 16 after receiving a certification or authorization from the college.

To create a position, submit a Student Employee Job Description to the Bureau of Human Resources. Human Resources will then post the description at all participating colleges. Generally, four-year colleges do not allow positions involving teaching and instruction related tasks. The Auditor's Office will be notified immediately if the position has not been approved by the colleges.

Wages are set at the discretion of the Auditor's Office within an hourly compensation range set by the respective colleges. Overtime is strictly prohibited.

### **Hiring Work-Study Students**

Students contact the hiring manager directly for interviews. The Auditor's Office hiring manager then notifies the Bureau of Human Resources of the names of applicants it wishes to hire. All students must submit their letter showing a Work-Study award to the Bureau of Human Resources and complete hiring paperwork. The hiring manager must receive confirmation from the Bureau of Human Resources before students may begin work.

Documents needed:

1. proof of work study grant (i.e. certificate of eligibility or authorization referral)
2. valid I.D.
3. letter from the bureau stating:
  - a. the desire to hire
  - b. student's name
  - c. wage rate
  - d. effective date
  - e. authorized position title to be hired into
  - f. cost center code.

### **Time Sheets**

Time sheets are due to the Bureau of Human Resources on the last day of payroll periods. Complete as much as possible, leaving all copies attached. Human Resources will compute City earnings to date where necessary and send the Auditor's Office a copy of the time sheet sent to the school.

## **Hours of Work**

The hours students can work vary. Generally, 40hr/week at four-year colleges, 20 hr/week at two-year colleges and up to 40 hr/week during breaks. Written request to work during breaks may be required by the college. Students are to work no more than eight hours per day, 40 hours per week and no more than five consecutive days. No overtime is permitted.

## **Raises**

The Auditor's Office may give raises at their discretion, subject to the hourly compensation range set by the respective college. Contact the Bureau of Human Resources via memo indicating the new wage rate. Human Resources will notify a bureau if additional paperwork is necessary to implement the raise. Raises can be given any time but can only be retroactive to the beginning of the current pay period.

## **Grant Tracking**

The Bureau of Human Resources will make every effort to track grant amounts and inform bureaus of low balances. Supervisors need to regularly communicate with students to track their grant balance. Bureaus will be required to compensate students directly for earnings beyond their grant.

## **Terminations**

The Auditor's Office must immediately notify the Bureau of Human Resources if a student is released from Work-Study employment. Human Resources will notify the college.

## **Injuries**

College Work Study Program employees who are on a college's payroll are covered by SAIF or other City recognized and approved workers' compensation insurance carrier. In the event of an injury, supervisors should contact the Bureau of Human Resources as soon as possible. College Work-Study Program employees on the City's payroll are covered by the City's Workers' Compensation Program. In the event of an injury of students on the City's payroll, supervisors should consult the **Administrative Rule on Workers' Compensation** for reporting.

## Contact Information

Please refer questions to [Work-Study Coordinator](#) or call 503-823-3532.

---

## Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 3.14 College Work-Study Program.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised October 15, 2002.