

## **06:07:04:00 DSCC Student Personnel Policy**

### **Purpose:**

It is the policy of Dyersburg State Community College (DSCC) to employ student workers.

### **Scope:**

The following policy shall be applicable to all full time and part-time regular employees.

### **Policy:**

#### College Work Study Program (CWSP):

Only eligible students, according to Federal Regulations, can be hired under the College Work-Study Program. For work-study, the student must file the Free Application for Federal Student Aid and have a “need” as determined by a comparison of student’s estimated available resources and the overall costs of attending Dyersburg State. After they have been determined to have a need, students are offered work-study, accept it, and their paperwork is sent to Human Resources. Human Resources makes a tentative assignment. The student then reports to his/her “tentative” supervisor who, in turn, must interview the student and accept or reject him/her. If the student is accepted, she/he remains on assignment unless a transfer is requested by either the supervisor or the student. If the student is rejected, additional assignments are made until the student is placed. The student is assigned a certain number of hours she/he can work for each semester and cannot exceed them without prior approval from the Director of Financial Aid.

#### Institutional Student Employment:

When a student has specialized skills needed by the college, but the student is not eligible for employment according to the guidelines for College Work-Study, or if funds are insufficient to place the student on the College Work-Study Program, the student may be hired by a department within the college if that department has funds available.

Both federal and institutional work students are paid the last working day of the month. No social security is deducted from the student’s earnings, but income tax is withheld if the student has not filed a withholding

exemption. Student employees are not eligible for insurance, retirement, holiday pay, and other benefits of DSCC full-time employees

## **Compliance:**

All Dyersburg State Community College employees are expected to adhere to this policy.

## **Definitions:**

## **Revision History:**

Approved by Admin Council 9/19/14.

---

**Dyersburg State Community College**

*Proudly powered by WordPress.*