California State Work Study Program

Employer Requirements

- Provide a job description for each available position
  Include: Hourly rate of pay (must be comparable to same position within the organization)
  Skills needed to perform the position
  Educational benefits to the student
  Preferred work schedule (Students may work 10-30 hours per week when class is in session; 40 hours per week when class is not in session, (i.e., January break upon CRC approval)

- Schedule interview for qualified students (as determined by the Financial Aid office and CRC).

- Contact CRC regarding your hiring decision.

- CRC to meet with representative/supervisor at job site to complete all paperwork prior to student’s Start date.

- Set key responsibilities with student within first two weeks of hire and forward to the CRC.

- Complete Student Performance Review at end of each semester and forward to the CRC.

- Submit to the University on a scheduled basis, time cards signed by the supervisor (responsibility of student).

- The University will bill the Employer/Agency on a quarterly basis for the appropriate portion of the Student's pay as follows:

  **- Non-Profit Employers/Government Agency**
  Employers responsibility for 30% of student's salary
  California State Work Study program responsible for 70% of student's salary.

  **- For-Profit Employers/Agency**
  Employers responsibility for 50% of student's salary
  California State Work Study program responsible for 50% of student's salary.

As an employer/agency participating in the state program you must agree to adhere to all federal and state laws. Employers are required to supervise students at all times and to provide a safe working environment.