

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number:	S 26.0
Procedure Title:	Request for Student Financial Aid College Work-Study Employee Slots
Relevant Board Policy:	
Originating Unit:	Dean of Student Success
Maintenance Unit:	Student Financial Services Office

I. Purpose:

Palo Alto College's Work-Study (CWS) Program provides employment for students with financial need, allowing them to work, gain valuable work experience, and thereby pay for college expenses. At the same time, it provides for additional human resource for college departments based on the college's work-study funding level. To provide for equitable distribution of CWS slots, the following procedures delineates the steps to be followed when requesting work-study employee slots.

II. Procedure Statements:

- A. All requests for College Work-Study slots should be based on departmental/unit needs rather than individual employee needs. College-work study employees need to be assigned to the department, and not to individual college employees.
- B. College work-study slots will be approved for a one-year period by the Executive Team.
- C. Additional slots may be requested utilizing the same timeline for position requests published by the Campus Budget Office. The requests must be submitted to the appropriate Dean for Student Success and Academic Success and appropriate Director for College Services. A justification and rationale for the request must be included and the request form completed.
- D. The appropriate Dean/Director will then approve or deny the request and then submit the form to the Associate Director of Financial Services. If the request is denied, then the appropriate Dean/Director will explain the denial to the supervisor.
- E. The Associate Director of Financial Services will submit the prior year's allocation and any additional requests to the Executive Team by June 1.

- F. The Executive Team will then review the prior year allocation and additional requests and submit the prioritization to the Associate Director of Financial Services.
- G. The Associate Director of Financial Services will then allocate the slots based on funding available.
- H. The Associate Director of Financial Services forwards the prioritized list and approved allocation to the supervisors.
- I. If additional slots become available during the academic year, then the Associate Director of Financial Services will take the information to the Executive Team for review and any additional slots requested, approved by the appropriate Dean/Director, and not filled in the prior cycle will be given priority.

Attachment: Request for Financial Aid College Work-Study Employee Slots

Issued: September 5, 2017

Approved: (Signed Dr. Mike Flores)
President