

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Work-Study Programs Policy

Administrative policy approved November 21, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language and new consecutive two-year hours limitation added when established as a standalone policy in November 2023.

Related policies: Financial Aid Eligibility Policy

Scheduled Review Date: Financial Aid Office and General Counsel Office November 2025

A. Work-Study Programs

Work-Study programs at Southwestern Law School are funded by the federal government or Southwestern. To be eligible for the Federal Work-Study (FWS) program, a student must have financial need documented through their Free Application for Federal Student Aid (FAFSA) and Cost of Attendance (the maximum amount of aid allowed for the school year, as determined by federal regulation). Students who are not eligible for FWS may qualify for the Institutional Work-Study (IWS) program. These students may contact the Financial Aid Office to see if IWS funds are available. First-year students are **highly** discouraged from participating in the FWS or IWS programs. SCALE™ students are **highly** discouraged from participating in the FWS or IWS programs before Period Three. The FWS and IWS programs are designed to assist students in meeting their educational expenses through part-time employment and to encourage them to participate in community service activities. FWS and IWS funds are earned as students work, based on the number of hours the student works. FWS and IWS funds are not a loan.

B. Requirements

1. Eligibility

All FWS and IWS student workers must be eligible to work in the United States and provide a Social Security card and other employment documentation before they can work.

2. Hours

FWS and IWS students may work up to 20 hours per week during the fall, spring, and corresponding SCALE periods, and up to 40 hours per week in summer.

3. Payment and job descriptions

Whether a position is paid through the FWS or IWS program, students are paid a set hourly rate. The Financial Aid Office maintains job descriptions for each position. All wages exceed the federal and California minimum wage requirements. Employment earnings are paid twice monthly directly to the student.

4. Hiring

Once approved for FWS or IWS funds, the student can secure a position by contacting the position's supervisor. The supervisor makes all hiring decisions. Once chosen, the supervisor and the Financial Aid Counselor coordinate to hire the student. Students are not awarded FWS or IWS without first submitting a specific, written request (e.g., application) signed by the supervisor and student. The application is provided when the student or supervisor emails the Financial Aid Office about the hire. Work should not begin before the student is officially hired.

5. Job listings

Job opportunities are posted periodically online at www.swlaw.edu, on the Financial Aid Office bulletin board, and in the Career Services Office.

6. Timesheets

Southwestern uses TimesheetX to facilitate the FWS and IWS programs. Students and supervisors can logon to the system (directly onto the Timesheetx website or through Southwestern's Portal) to monitor their department and student budgets, or to see how many hours are remaining in the account. The Timesheetx website information is provided to each student when hired. Students may ask to have their FWS or IWS award increased or decreased at any time with the supervisor's permission, as long as funds are available. Hours entered on the TimesheetX system are subject to supervisor approval. Students who fail repeatedly to submit their timesheets by the pay period deadline will not be permitted to continue in the FWS or IWS program. All timesheets must be approved by the supervisor, or someone designated by the supervisor to approve timesheets. When the supervisor is unable to log on to TimesheetX by the deadline, approval can be made via email and will be noted on the timesheet, though this is done rarely and only when the supervisor is unable to approve the timesheet.

7. Restrictions

Students are not permitted to work FWS or IWS jobs during class meeting times; schedules are uploaded into the TimesheetX system weekly to prevent working during scheduled class times. Fall, spring, and SCALE employment is allowed **only** if the student is enrolled in a minimum of five units per term.

8. Awards

All students hired will be awarded funds as the position and the student's Cost of Attendance allows. Awards are based on the student's estimated hours and pay rate as listed on the application. Hours may vary from week to week; totals and balance remaining are monitored throughout the term. FWS and IWS funds are awarded on a first-come, first-served basis. Should funding for the work-study programs be limited in the future, students will be allowed to work up to an amount available per student, given the number of students active in the program during that particular award year.

9. Position changes

If students wish to add or terminate a position, they must notify the Financial Aid Office. Students will not be paid until the application with supporting documents if needed (typically acceptable ID including a signed Social Security Card, I-9, EDD-4, and current W-4, possibly an I-20 for IWS) are processed.

10. Summer employment

Even if a student is not completing summer units, summer employment is allowed if the student intends to attend the subsequent fall semester or SCALE Period 5. Students who transfer to another school during the summer must terminate their FWS or IWS employment as soon as their intent to transfer is communicated.

11. Academic probation

Academic Probation does not preclude students from working; however, we strongly encourage students to limit hours worked to focus on academics, which will be communicated to the student. If the employment is deemed valuable to rehabilitating the student's progress, the student will be allowed to continue (e.g., as a Research Assistant, whom the supervising professor feels would benefit from the experience).

12. Consecutive two-year hours limitation

Students cannot work more than 500 total hours in each of two consecutive calendar years. For example, if a student works more than 500 hours in year one, they must work less than 500 hours in the immediately following calendar year.

13. Termination

FWS and IWS employment may end at any time for any reason including when the job or project is complete or if the student violates any of the rules regarding FWS or IWS. Any student who violates the above restrictions or the Off-Campus Terms of Agreement (off-campus employees) may also be terminated from the FWS or IWS program by the Financial Aid Office or their supervisor. Employment can also be terminated when an award is exhausted and cannot be increased due to Cost of Attendance or funding issues.

14. Public Interest Grant (PILF)

PILF recipients are limited to the award amount listed on their offer letter. Students may not increase the amount or earn over the original award amount. The award amount is not negotiable. If students exhaust their grant, any additional work will be considered volunteer work. The Financial Aid Office sends an email to students toward the end of their work assignments with instructions and hour limits listed.

C. Annual Student Worker Hours Review Process

Beginning in calendar year 2023, student worker hours will be tracked each year. In December of each calendar year, the Financial Aid Office will review all student worker hours for that calendar year to calculate the hours worked by each student worker for the calendar year. The Financial Aid Office will notify any student worker with 500 hours or more in a calendar year that they must work less than 500 hours in the immediately following calendar year.

D. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.