
Continuation of Pay for Work-Study Student Employees

1 message

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To: ACTGNEWS-L@listserv.ucsb.edu

Tue, Mar 24, 2020 at 1:40 PM

Subject Line: Continuation of Pay for Work-Study Student Employees

To: UCPath Functional Users & Work-Study Supervisors
Fr: Work-Study Unit
Re: Continuation of Pay for Work-Study Student Employees

Dear Departments:

We are writing to provide additional guidance about pay for Work-Study students in response to COVID-19. We would like to reiterate that the Work-Study program remains in place and that all pay will continue to be split between the employing department and Work-Study funding.

- **Please continue to provide employment that is vital to our students**

Our students depend on their employment to pay their educational costs like tuition and housing. We want to provide as much stability to them as possible during this uncertain time. We continue to encourage all Work-Study employers to find remote work for their student employees. Work-Study is still open to hire new employees.

- **New guidance allows paid administrative leave & pay for hours not worked**

If students are not able to work in person or remotely, they should continue to receive pay through administrative leave or through regular Work-Study pay. These students are eligible for paid administrative leave through President Napolitano's Executive Order (3/16/2020). In addition, the Department of Education has provided new guidance allowing Work-Study students to continue receiving their scheduled pay even if not reporting to work due to the COVID-19 response.

Calculating Time to be Paid

Students should be compensated for the hours they work or would have worked if not prevented from doing so due to COVID-19. Please use the following to determine the number of hours a student is eligible to be paid.

First Choice: Use spring quarter schedule

- If a spring schedule was already in place, then that is the most accurate documentation.
- The student is eligible to receive pay for their full scheduled hours.

Second Choice: Average weekly hours based on prior schedule

- If no future schedule is available, calculate hours based on the student's previous average hours.
- The student is eligible to receive their average weekly hours for the remainder of the period for which they would have remained employed.

Determining Pay Type

Students unable to work part or all of their scheduled hours should first exhaust the paid administrative leave. Calculate their leave amount per HR guidance (3/24/2020). After this leave has been exhausted, continue to report regular pay.

The Work-Study Unit remains open and available to process referrals and handle any questions or issues departments may have. We will continue to update departments with any changes regarding Work-Study as they arise.

Best,

The Work Study Program

Office of Financial Aid & Scholarships

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