



## Work Study Policy

### Purpose:

The purpose of a Work Study Policy at Fond du Lac Tribal and Community College is to provide students with opportunities to gain valuable work experience while helping them meet their financial needs. This policy outlines the eligibility criteria, application process, and guidelines for participating in the work study program. By offering part-time employment on or off-campus, the policy aims to support students in balancing their academic responsibilities with work commitments, thereby enhancing their overall educational experience and preparing them for future careers.

**Policy Language:** As part of a financial aid award package, some students may be eligible to work at on-campus student jobs or off-campus community service jobs.

Most students in work-study employment spend about ten hours per week in their job. Work study employment is largely based on financial need, and a limited amount is available to students who do not demonstrate need.

**Current Wage:** \$16 per hour.

If you are interested in finding a work-study position, please contact the Financial Aid Office.

For more information, please refer to our Work Study Handbook.

### Download The Handbook

Employees in Minnesota, including student employees of Minnesota State, are entitled to earned sick and safe time, a form of paid leave. You will accrue one hour of earned sick and safe time for every 30 hours you work, up to a maximum of 48 hours accrued in a year. A year for purposes of the employee's earned sick and safe time accrual is the State of Minnesota fiscal year, July 1 – June 30. Sick and safe time starts accruing when you begin work and is available to use after you have worked 80 hours. When you have worked 80 hours, you will have a balance of 2 hours of sick and safe time available for use.

The earned sick and safe time hours that you have available, as well as those that have been used in the most recent pay period, will be indicated on your earnings statement that you receive at the end of each pay period. Available hours will also be displayed on your timesheet in the student payroll system. Earned sick and safe time will be paid at the same hourly rate you earn from employment. You are not required to seek or find a replacement for your shift to use earned sick and safe time. You may use earned sick and safe time for all or part of a shift, depending on your need.

Earned sick and safe time can be used for:

- An employee's mental or physical illness, treatment or preventive care;
- The mental or physical illness, treatment or preventive care of an employee's family member;
- Absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- When determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

More information can be found in the Earned Sick and Safe Time Employee Notice, below. This handout will also be provided to you when you begin working.

Earned Sick and Safe Time Employee Notice

## OPEN WORK STUDY POSTIONS

Facilities (Maintenance)

Library

Studio

## WORK STUDY POSITIONS

Please see the Financial Aid Office staff for information on current work study position openings. Various positions are available throughout the year.

Admissions  
Art Room  
Biology Lab Assistant  
Bookstore  
Business Office  
Center for Academic Achievement  
College in the Schools  
CJPO and Nursing Scanning  
Disability Services  
Elementary Education  
Environmental Institute  
EUT, Clean Energy, Home Auditing  
Facilities  
Financial Aid  
Bruce Carlson Food Pantry Assistant  
GIS  
Housing Resident Attendant  
IT Lab Supervisor  
Library  
Nursing  
Public Information  
Records and Switchboard  
Student Ambassador  
Student Life and Gym  
Studio  
Thunder Deli Food Service  
Veterans Resource Center  
Workforce Development

**Date Policy was Originally Adopted:**  
**Responsible Division/Author:**  
**Revision Date(s):**