

Procedures for Alice Lloyd College COVID-19 Work Study Practices

The following will take place for currently enrolled students. The changes listed below will take place as of March 15, 2020 until it is deemed appropriate to revert to prior policy. The students affected will be those who will be living on campus, as well as commuter students who are retained as workers (i.e. Spring Break workers and Teacher’s Assistants). All work study payroll will be submitted according to the original work study payroll schedule.

For all Spring 2020 Alice Lloyd College students: work study will be applied at the contracted hours until the final scheduled week of work. At this time, work study will be evaluated and any student who presents as having “under hours” will have additional work study hours applied as a lump sum to their account in order to satisfy the student’s Spring 2020 contracted work hours requirement. (per the Senate CARE Act)

Students not currently on campus

- Work study will be treated like any other scholarship. It will be added to student accounts monthly based on the contracted hours for the Spring 2020 semester.
 - These hours must be appropriately documented via the Main Student Work Office Worksheet – time cards are not required
 - These hours will be signed off on by both the Dean of Student Work and the Director of Financial Aid

Students employed on campus

- Work study will be treated like any other scholarship. It will be added to student accounts monthly based on the contracted hours for the Spring 2020 semester.
 - These hours must be appropriately documented via the Main Student Work Office Worksheet – time cards are not required
 - These hours will be signed off on by both the Dean of Student Work and the Director of Financial Aid
- Students who are living on campus and hired for this time period will be required to work up to 40 hours. The student will be responsible for physically working the difference of hours between their Spring 2020 contracted hours and 40 total hours.
 - These students will be granted original contracted hours on the Student Work Office Main Worksheet.
 - They will then work on campus the remaining hours of the 40 required hours.

Work Study	Required to Work
10 hours	30 hours
15 hours	25 hours
20 hours	20 hours

- The hours worked in addition to contracted work study hours will be paid directly to the student for their labor. These students will receive an EagleNet time card account in order to track this.